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ABSTRACT

In describing this media management system, which currently serves 84 public schools (K-12) in four rural counties east of Sacramento, this report suggests that the computer is a practical solution for film libraries trying to keep pace with increased use while not reducing their expenditures for purchasing and repairing film stock. The major parts of the description include the creation of its film catalog, film booking procedures and computer programs, equipment (present and future), and a five-year projection (1978-1983). Also discussed are the main entry and/or record size, the alliance of the system with the computer department, the potential for interfacing with the system, other computerized film booking operations, and the secrets of financing this computerized management system. Appendices present input worksheets, the subject headings used, the system's media catalogs, various examples of ICR (input, confirmation, and rejection) reports, and other data sheets. (JD)

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THE PLACER MEDIA MANAGEMENT SYSTEM
or
USING THE COMPUTER
IN THE SMALL FILM LIBRARY

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1978

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THE PLACER MEDIA MANAGEMENT SYSTEM
or
USING THE COMPUTER IN THE SMALL FILM LIBRARY

Background

The Educational Film Center, as a unit of the Placer County Office of Education in Auburn, California, currently serves 84 public schools (K-12) in four rural counties east of Sacramento. It operates under a joint powers agreement with Nevada, Sierra and Alpine counties. It has a separate agreement to exchange high school films with film libraries in El Dorado, Amador and Calaveras counties to serve high schools.

The potential number of teacher borrowers is approximately 1,500 for the counties of Placer, Nevada, Sierra and Alpine. In order to keep the file size as small as possible, not all teacher's names are entered, just those who actually do borrow, or about 1,300.

The original file for film titles was estimated to be about 2,500 entries, but has increased to about 4,500 due to duplicate copies, the need to supply books that accompany children's literature films, and the need to inventory three-dimensional models and a-v hardware for loans and insurance purposes.

The origin of the Placer County Office media collection began about 1953, when state funding made possible the establishment of a large regional collection of library books, media (including films), a-v equipment, repair services, and professional and clerical staffing to serve public school students. Federal funding beginning with NDEA Title III in 1958, and with ESEA Title III in 1965, made possible the enlargement of the materials base even with the increase in student population. State funds dried up in 1964-5. Districts had been contributing only a small portion to this service, and were unwilling to replace the entire amount needed when federal funds were being diminished in the late 1960's.

When the impact of increased labor costs and inflation in cost of materials was put with the lessened funding base, county office media collections throughout California began collapsing. Again and again the

low cost items (children's books, filmstrips, records, study prints) were placed in schools, and staff was reduced in county offices. The demise of such a major service caused serious thinking to occur about the continuance of regional or county-wide 16mm film collections. Districts began increasing contributions -- but invariably staff salary increases and increased purchase costs chewed into and exceeded the increased contribution. When school populations and film use ascended, and labor was needed to supply service to them, it was rapidly seen that one new employee's salary and benefit package could drastically reduce the funds available for purchasing and repairing film stock.

The problems of keeping a film collection and serving an increased audience had to be examined. The bulk of tasks in a film library are repetitive, monotonous, and can be readily time-studied. So growth of clerical staffing can be projected. Some tasks may be unnecessary and eliminated, and some staff may be 'featherbedding,' but when these items have been halted, staff will have to increase as circulation services increase, if tasks are done manually. The computer can allow an escape from this truism -- at least for a while. Therefore, if a new employee would consume a $10,000 salary outlay, why not consider what $10,000 could purchase in computer development to perhaps halt future additional staff growth.

The Placer Media Management System

The only computer around the Placer County Office of Education in 1968 was a fairly new one, an NCR 100, replacing financial posting machines, checkwriters, ledger cards in boats, etc. It had a 16k capacity (we now have a 32k capacity). It could use paper/card stock of various sizes and carbons. It was 300 baud to keep us on inexpensive phone lines, and to make allowance for the unknown quality of many-year-old phone lines and diverse small phone companies criss-crossing the mountain area of these rural counties. (Baud is a unit of one dot per second used in measuring the speed of signaling in telegraphic code.)

When a programmer and a data console operator began work there was so much to do in the business office they were swamped for two years. Staff was added -- who were able to clear up the excess work, and when they appeared ready for another task, that's when they were contacted about putting the film catalog data into the computer. They agreed that

when the catalog was in a brand-new issue, that was the time to input it on to a computer tape. (The reader can see right here that the key-punch card was out-of-date.)

The Main Entry and/or Record Size

This is the crux of your planning. You have to put into the computer everything you expect to ever get back to you on a printed form. The programmer will say he has a 'record length' of 180 digits or some number, so you begin using these digits up, with 47 or so for title, 6 for each subject heading, etc. The annotation and the vendor information will take you well past the first 180, the second 180, and into the third 180. We determined, to keep the bulk of the finished catalog within reason, to limit the annotation to five lines. A sample of the main entry we ended with, and have been satisfied with for five years is shown in APPENDIX A, page AA, (buff). The 1st Record listing is illustrated on page 3a.

What the library world calls 'main entry,' the programmer calls 'first record,' so hence forth the words will be used interchangeably. The 1st record size is such that it can be used for library books, and small media, too, so readers should not exclude that possibility. The 'main entry' contains fields (empty spaces, for you initiates) for:

- 6 numbers which alphabetize the item,
- a letter to denote which county film library has the item,
- a letter to allow 'restriction' to certain borrowers,
- 6 numbers to give the 'call number,'
- a number to give copy number,
- a number to give 'how many items make up the set' (as 2 reels, or 4 filmstrips),
- 6 fields of subject numbers each is 6 digits long. These are further coded (see SUBJECT HEADINGS),
- 3 numbers for time, 1 letter for color, 2 numbers for production date (last two digits of year),
- a title line, 49 characters long,
- 5 lines of annotation, each 47 characters long,
- 4 numbers for Purchase Order detail,
- 6 letters for Vendor name,
- 4 numbers for Cost of item,
- 4 numbers for month/year of purchase,
- and several other fields which are being reexamined. Originally planned to show replacement/repair costs, damage count etc., these have not been meaningful. Plans now call for noting a) purchased under special funding (as 92-142), or b) ESEA Title IV-B (and thus available to parochial schools), c) latent-edge numbered items, and d) video-taping rights were purchased, etc.

```
**********************************************************************************************************************
CTRLNO C P MEDIANO C S N ------------------MEDIA TITLE------------------ TME-C-YR LEVEL  C  MEDIANO    C  MEDIANO    C  MEDIANO
  2502 ---------------- S1-121030  S2-145001  S3-        S4-        S5-        S6-

     P O 11-0607 2 1 2 ADVENTURES                                        10-C-68  K-3        -          -          -
                         THE EXPLORATIONS OF A YOUNG RACCOON AS HE ROMPS
                         THROUGH THE WOODS, IS CAPTURED BY A CHILD BUT
                         ESCAPES, AND THEN ENCOUNTERS ANIMAL ENEMIES.
                                                                    NFBC
  2601 ---------------- S1-328015  S2-328022  S3-        S4-        S5-        S6-

     E O E -8631 A 1 1 ADVENTURES OF HUCKLEBERRY FINN                    96-B-39  9-12       -          -          -
                         RE-CREATES MARK TWAIN'S STORY OF THE MID-19TH
                         CENTURY MISSISSIPPI VALLEY WORLD.

  2703 ---------------- S1-145075  S2-        S3-        S4-        S5-        S6-

     P O 11-0166 3 1 2 ADVENTURES OF JUNIOR RAINDROP                      8-C-48  K-6        -          -          -
                         ANIMATED CARTOON OF A RAINDROP'S VISIT TO
                         EARTH, SHOWING THAT RAINDROPS CAN BECOME DELIN-
                         QUENT.  LIVE ACTION SHOTS SHOW THE RESULTS OF
                         GOOD AND POOR WATERSHED MANAGEMENT.        USN

  2801 ---------------- S1-305000  S2-328007  S3-        S4-        S5-        S6-

     E O E -6155 A 1 1 ADVERTISING:  INFORMATION, PERSUASION OR ...      13-C-74  9-12       -          -          -
                         ADVERTISERS TRY TO REACH THE CONSUMER ON DIF-
                         FERENT LEVELS -- FROM THE MOST PRACTICAL TO THE
                         COMPLETELY IRRATIONAL.  HELPS TO DISTINGUISH
                         BETWEEN THE INFORMATIONAL AND MANIPULATIVE USES
                         OF ADVERTISING.                            JOU

  2901 ---------------- S1-350010  S2-350610  S3-        S4-        S5-        S6-

     E O E -8435 A 1 1 AFRICA IN CHANGE - CONTINENT OF AFRICA            22-C-65  9-12  A  A -2290       -          -
                         OVER-VIEW OF THE WORLD'S SECOND LARGEST LAND
                         MASS.  SHOWS CAUSES AND EFFECTS OF AFRICA'S
                         MANY POLITICAL AND SOCIAL REVOLUTIONS, THE
                         CONTRASTS IN THE WAYS OF LIFE OF ITS INDIGENOUS
                         PEOPLES, THE ROLE OF THE NON-AFRICAN, ETC.

  3001 ---------------- S1-250010  S2-        S3-        S4-        S5-        S6-

     P O 11-2498 1 1 1 AFRICA IN CHANGE:  EAST AFRICA                    21-C-65  4-12  E  E -8434   A  A -8434   C  C -8434
                         EXPLORES THE VARIETY AND NATURAL BEAUTY OF
                         KENYA, TANGANYIKA, AND UGANDA.  CONTRASTS THE
                         WAYS OF LIFE OF THE DIFFERENT PEOPLES WHO LIVE
                         THERE.                                     EBF

  3101 ---------------- S1-250010  S2-        S3-        S4-        S5-        S6-

     P O 11-2457 1 1 1 AFRICA IN CHANGE:  WEST AFRICA                    22-C-64  4-12  A  A -2292       -          -
                         THE THREE DIFFERENT REGIONS OF NIGERIA -- ITS
                         LAND AND PEOPLE.                           EBF

  3201 ---------------- S1-202005  S2-        S3-250010  S4-250610  S5-        S6-

     P O 11-0017 1 1 1 AFRICAN CRAFTSMEN:  THE ASHANTI                   11-C-70  4-12       -          -          -
                         WOODEN STOOLS, METICULOUSLY SCULPTED, ARE PER-
                         HAPS THE MOST IMPORTANT ITEM CARVED BY THE
                         ASHANTI.  THEY ARE AN INTEGRAL PART OF THE
                         ASHANTIS' HISTORY AND TRADITIONS.          BFA

  3301 ---------------- S1-148173  S2-148172  S3-150010  S4-150150  S5-150610  S6-

     P O 11-0462 1 1 1 AFRICAN GIRL:  MALOBI                             11-C-60  1-8        -          -          -
                         LIFE OF CHILDREN OF THE IBO TRIBE IN WEST
                         AFRICA.                                    ATLA

  3401 ---------------- S1-148173  S2-250010  S3-250150  S4-250610  S5-259000  S6-148174

     P O 11-0557 1 1 1 AFRICAN VILLAGE LIFE:  BUILDING A HOUSE            7-C-67  3-8        -          -          -
                         THE BOZO TRIBE, A GENTLE RIVER PEOPLE OF MALI,
                         BUILD A GRASS HUT.  NATURAL SOUND TRACK OF
                         VOICES OF NATIVES AT WORK.                 BRY
```

From this main entry the computer can take any of the above fields (assuming you would want to have programming done for it) and sort it into an array. Reports requested to date include:

- o alpha list of titles (sorted by a number (computer number), due to the unusable abc arrangement when computers do their own alphabetizing and come to commas, apostrophes, dashes, etc,),
- o number list of call numbers,
- o number list of call numbers, showing all copies, for taking shelf-rack inventory,
- o alpha list, sorted by which county film library holds the title,
- o number list, sorted by which county film library holds the title,
- o number list of production dates (are holdings relevant to school subjects),
- o number list of subject heads,
- o number list of subject heads, sorted by first digit code (see SUBJECT HEADINGS),
- o alpha list showing every field (called FIRST RECORD report),
- o call-number list showing every field,
- o alpha list, showing all copies, with cost, vendor, date of purchase,
- o summary report of total number of items in the library, and the total dollar investment.

The First Program: The Film Catalog

Once the fields and record length of the 1st record were established, one film center employee (who was not a trained typist, nor with any interest in computers) began typing the catalog onto the console (a typewriter that used what looked like a 7-inch audio tape instead of paper). That tape was then transmitted, at high speed, into the computer and ended up on a disc pack. This disc was purchased ($400) and the tape too ($20), by the film center. They will hold data for many years. The tape is used over and over, whereas the disc is updated in spots.

By inserting new film purchases, deleting discards, and asking the computer to sort on the Control Number (which alphabetizes it), and then sub-sort on the first digit in the subject heading field (see SUBJECT HEADINGS), catalogs can be generated for various grade levels, or for inter-county use.

Subject headings. The field for one subject heading is six digits long. The first digit is assigned to be the one which triggers the version of the catalog in which the film gets printed. A '1' gets assigned to the K-8 catalog, a '2' gets printed in the K-8 and 9-12 catalog, a '3' gets

printed in only the 9-12 catalog. The agreement with El Dorado, Amador and Calaveras is for the loan of only high school films.

The next two digits trigger a new heading to appear on the top center of the page. This notes major 'chapter' breakdowns in the subject section of the catalog. The next two digits note the sub-topics along the left margin, under which films are listed. The last digit allows opportunity for various clues. These can be studied by referring to APPENDIX A, page AB, (pink).

A partial list of all subject headings presently in use is shown in APPENDIX B, page BA. We used quick massive input system to get all subjects tied down to their appropriate film titles. A sample of that form is not included. A similar one we now use is shown in APPENDIX A, page AC, (buff).

Inter-county films. As mentioned earlier, the film libraries in Amador, Calaveras and El Dorado county offices of education share their secondary-level films with Placer. Sometimes the films duplicate titles held by Placer. In that event, the call-number for these holdings need to be input, and need to be extracted onto the master for printing the secondary catalog. The input sheet is shown in APPENDIX A, page AD, (green). The media catalog page showing these inter-county film codes is shown in APPENDIX B, page BB.

Deleted films. Yearly, staff examines the film collection for damage, out-of-date content, and low usage. Films are removed from the collection to allow room on the racks for new items. Only seven digits need to be input to the computer to remove all trace of the film out of the catalog program and out of the booking program. The input sheet is shown in APPENDIX A, page AE, (canary).

Audit routines. The programmer wrote many audit routines into the catalog. The computer will check the subject heading fields, and if all of them have been left empty, it will pump out this film on a report for staff to examine and make needed remedies. This audit eliminates the possibility of a film title appearing in the annotated section of the catalog, but not in the subject section. (For those of you with more sophisticated awareness, you can occasionally desire to not list a film in any school catalog, as the CHP film on emergency childbirth procedures; in this case you deliberately do not fill in any subject heading fields. The film does not get printed in any school catalog, but is printed on all

in-house reports for shelf inventory, for vendor/cost insurance policies, etc.).

Another audit routine checks the annotation field, and if one has not been entered, the notation "NO ANNOTATION" is printed in its place. When editing the annotated section prior to having masters printed for the press, these lines are noted and annotations are prepared whenever possible.

Printing the catalog masters. Once the data was in, and masters for the printing room were possible, (it took only 15 minutes for a 200-page catalog of masters to be printed), there was no way to stop dreaming about what other wonders the computer could do for the film center. To compare: the task of hand typing such a catalog would take weeks, and be riddled with transposed call numbers, dropped lines, films listed in no subject categories at all, etc., see APPENDIX B, pages BC and BD.

Printing can-lid labels. The catalog printing program allowed printing data onto formats other than just a paper list.

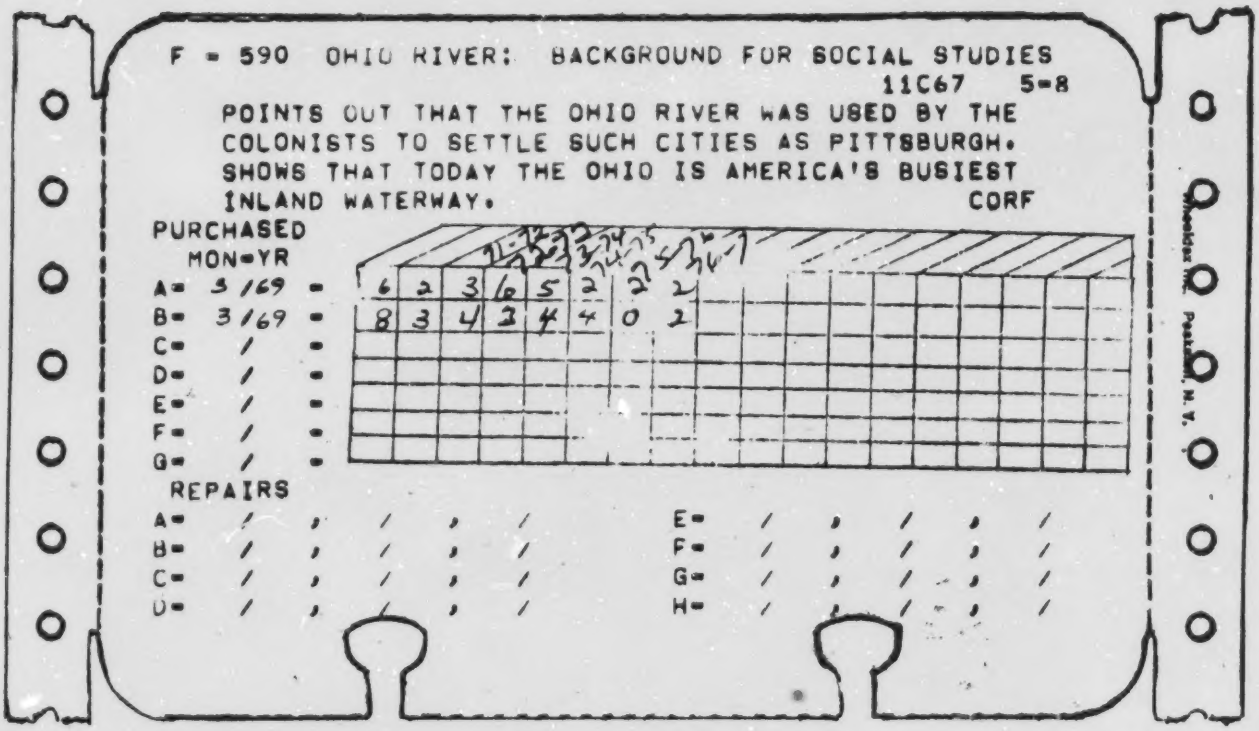
Self-adhesive labels, with permanent sticking ability, were printed for each film can lid. The label repeated the full title, order number, annotation, producer, time, production date, and grade level (all of which are also printed in the catalog); it proved to be very valuable in answering questions at the counter, and in informing teachers as to the film's content when a can had no descriptive matter from the producer, or had the can bent so badly it was replaced. A sample is illustrated below.

```
11-0376 1    REEL 1 OF 1          8-C-74        1-4

LEAVE HERBERT ALONE
  JENNIFER LONGS TO PLAY WITH HER NEIGHBOR'S CAT,
  HERBERT. SHE DISTURBS HIM SO MUCH THAT HER
  FAMILY MAKES HER STOP. SHE DISCOVERS THAT ANI-
  MALS RESPOND BEST TO CONSIDERATION, PATIENCE,
  AND KINDNESS.                                    OX
```

See APPENDIX A, AF, for the input sheet for can-lid labels.

Printing wheeldex cards. Using the same data as for the catalog and labels, and using card stock from the Wheeldex Company with computer-drive (holes) edges perforated along the right and left edge, Wheeldex cards were printed with the full annotation data. This was valuable in allowing staff to know a film's content, and time, and grade level, without having to spend hours typing such data on cards. This card was rubber stamped to allow the recording of number of copies owned, and annual circulation. A sample is illustrated below. See input sheet in APPENDIX A, AG, (buff).



The Second Program: Film Booking

If all the titles were in and all the call numbers, wouldn't that be a lot of data that could be matched up with schools and teacher names -- if a booking program were available? No repeating of the titles would have to be done; just enter the eighty-four schools, the 1500-teachers and ... RIGHT? And by jove, there is a NCR booking program just a $50 plane fare away.

A day's trip for the programmer, his boss, and the author brought them face to face with a modest film booking program, written in the desired language (NEAT III), and run on similar equipment. Their program

and tapes were obtained free, in exchange for a finance program of Placer's. Because they were not complex, nor atuned to third or fourth generation equipment, nor using terminals in off-site buildings, the programs were not usable. The programmer's summer vacation through Oregon, and a days per diem to stop by OTIS (Oregon's Total Information System) brought back a goal. A $50 investment obtained their programs, with language in something unusuable. A swap of work with another programmer brought a vague translation -- and two years later serious results were on a trial piece of paper.

The original planning looked to the future -- of using light pens to check films back in to the library, of off-site terminals, of additional small-county inter-library loans and union catalog needs; of changing delivery schedule annually; of changing length of loan periods (1 day to 14 at present); of creating innumerable documents for governing board reporting; for maintaining history files of loan activities and allowing on-line inquiry into innumberable sub-programs; of security systems to give only valid inquirers access into management programs. Also, input from computer and curriculum personnel and the author considered:

> the ability to print via terminal, via a small local printer, and at the main computer, as report length, and paper format dictate;
>
> the capacity to use opscan forms direct from teacher (bypass labor needs at film center);
>
> that horizons may call for serving junior colleges, parochial schools, and/or participate in large multi-agency loan agreements;
>
> the potential for pupil self-selection of learning materials;
>
> the ability to input holdings of other libraries (as the collections of El Dorado, Amador and Calaveras, which are listed in the printed catalog, and appear in some inquiry programs, even though the booking operation is not presently conducted on films from other libraries. If those libraries so desired, however, it would be a simple matter to open their film titles to the booking program, and a terminal at their sites would allow all to use the data base, and the programs of the PMMS. The field lengths of the main entries, the call numbers, and the subject headings have considered this possibility.)

The computer was too loaded down with financial volume to add the film

booking work, so the Educational Film Center staff prepared input sheets with school names, teacher names, delivery day schedules, route sequences, etc., and during some weeks the computer staff found an hour to get it on to tape and disc. See APPENDIX A, page AH, (pink), and APPENDIX B, pages BE and BF. Input for number of copies of each title owned, and vendor cost, was made.

There was at least a year delay, and no known date was stated for resolution. A major confab of the programmer, his boss, the author and her boss brought about a new appreciation -- the programming of the calendar and how it would function was stymieing the programmer. It was agreed to contact an expert, to foot a $200 or so consultation; this got us rolling, and booking began.

A parallel manual operation was planned, work steps were PERTed, but somehow we couldn't figure out how to locate the labor to get all the data that was captured on the Wheeldex system on to the computer, and still operate our daily runs and shipments. The decision was made to just begin in March -- and we did. When the manual system said to ship this, and the computer said to ship it somewhere else, we followed the manual system. We looked forward to the beginning of June and the end of school, for we knew we could get on the same track if we could get the computer to have all the teacher requests. The March-June experience allowed us to see the accuracy of the programs, the printing of labels, of delivery reports, of overdue reports, etc. -- and to find out the labor that was needed for the new system.

By August, 1977, we had input our new purchases, deleted old items, run masters, printed new catalogs, signed up new borrowers, and begun a new school year totally on computer.

Ordering a film. The programmer developed a sample order form outlining the data that would be needed to activate the booking process. It was felt it would be similar to an opscan order sheet when we would be switching to that and that training of teachers would be a simple task. A copy of the order form, the MEDIA BOOKING WORKSHEET can be found on the next page.

Many meetings were held to train one person at each site. Attendance was voluntary and sporatic. Trips were made to locations throughout the several counties to train, plead, answer inquiries, etc. Staff at the film center did massive editing of the worksheets. After more training

MEDIA BOOKING WORKSHEET

Educational Film Center 1228 High St. Auburn, Ca 95603

LOC I D #

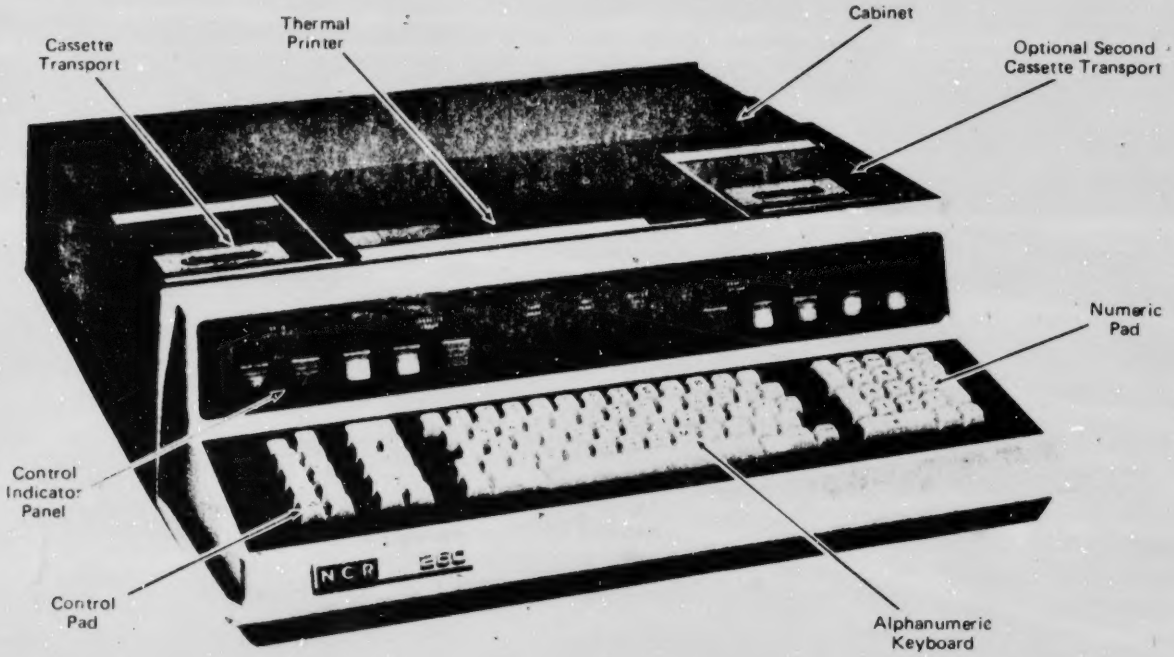
PERSON I D #							MEDIA #						1st CHOICE DATE						TYP BKG	CPY #	DAYS DESIRED		SPAN OF TIME: NOT BEFORE DATE						SPAN OF TIME: NOT AFTER DATE						TEACHER'S NOTES
													M	M	D	D	Y	Y					M	M	D	D	Y	Y	M	M	D	D	Y	Y	
1	2	3	4	5	6	7	9	10	11	12	13	14	16	17	18	19	20	21	23	25	27	28	30	31	32	33	34	35	37	38	39	40	41	42	

10

sessions and returning all worksheets to teachers (to have them scan the corrections just as they expect their students to do) to prompt them to improve, we finally halted editing -- to let them get the built-in responses that they had used a weekend date, or a holiday, or a wrong film number, or a wrong school number, etc.

Frustration was high -- but somewhat successful. Staff returned to editing sheets and contemplates another weaning period immediately.

The data on each sheet is typed at the terminal onto a cassette tape, later sent via phone to the computer and the answers get pumped out immediately on to the paper scroll on the terminal. This is a terminal.



The on-line time to send the tape and get the responses is about 7 seconds per film requested. The computer has so much activity going on it that we are not currently on-line for many hours a day. By fall 1978, with the computer update that is planned, we will be on-line much more.

Ordering a film and a book. A small number of children's picture books have been filmed directly from the pages. These books are usually the outstanding award winners for the year (the Caldecott Award). Due to the quality of these books, and their sizeable motivation in the early grades in interesting children in reading, or in seeing that tales can be put on paper with words, these books have been greatly used in schools. Now that films are available it is possible for a teacher to interest an entire class in wanting to read, or to repeat through reading, the lovely film experience. The Educational Film Center has made it a practice when purchasing such a film, to also purchase several books that match it, and to ship both to a teacher. Originally the teacher needed to make two separate orders to receive both. Now, a computer program will automatically schedule the book, when the film is ordered.

The individual confirmation card to the teacher for the book carries the note 'AUTO BOOKING.'

Inquiry programs. The programmer has created many inquiry programs for use on-line, to locate answers to phone and walk-in traffic. To obtain access to one of these programs requires three keys be depressed on the terminal's keyboard, usually mnemonic to the topic of interest. Typing MBK, for 'media booking, keyboard,' allows a film to be booked instantly. The program 3-letter codes, the input requested (usually the film's call number or a date, or a school and teacher number), and the computer's instant response on to the paper scroll are demonstrated on the following five pages.

INQUIRY CODES

MBK	Media Booking Keyboard Input
MBKM	Media Booking Keyboard Input (Modified)
MBT	Media Booking Tape Cassette Input [No sample given]
MBTM	Media Booking Tape Cassette Input (Modified)
MAV	Media Availability Code Changes, and Listing
MBA	Media Booking Activity All copies or specific copy All dates or specific beg-end date
MCD	Media Calendar Display Displays available and non-available days All months or specified beg-end month-yr
MOC	Media Other Counties PCOE copies available Other counties/media no. if available
MTA	Media Title and Annotation
MSB	Media Subject Numbers
MVC	Media Vendor and Cost (Purchase dates) [Will also show latent-edge numbering and or video-tape rights]
MRT	Media Returns Tape Provides a "Returns" tape cassette for EFC
CMD	Conversational Mode with Central Data Processing Operator
(SPECIAL)	Performs Special Media Booking for last minute requests. (By-passing normal two-day lead time for booking, thus film staff is responsible for manually creating Delivery Labels, noting on Delivery Report, etc.)

Samples of these inquiry programs (the key strokes the film-staff types into the terminal are underlined), as they are printed out on the paper scroll of the terminal, follow this page. These could also be printed on cathode-ray tube, and save the expense of the thermal paper.

```
ENTER REQUEST CODE-MBK

ENTER: LOCID - CDDPP -02104
ENTER:
PRS..JNO MEDIA- BKG-DT T C DY N-BFDT N-AFDT
0911820.333076.011678.0
   ITEM BOOKED AS REQUESTED
     TITLE: WALTER THE LAZY MOUSE  (BOOK)   GORDON
     MEDIA: 333076 COPY-5- BOOKED FOR: 01-16-78 / 01-30-78
ENTER:
PRSIDNO MEDIA- BKG-DT T C DY N-BFDT N-AFDT
0911820.333076.011678.8.1
***BOOKING HAS BEEN CANCEL-D
ENTER:
PRSIDNO MEDIA- BKG-DT T C DY N-BFDT N-AFDT


ENTER REQUEST CODE-MBKM

ENTER: LOCID - CDDPP -20806
ENTER:
PRSIDNO MEDIA- BKG-DT T C DY N-BFDT N-AFDT
1310824.110542.011778.0......011778.022878
   ITEM BOOKED AS REQUESTED
ENTER:
PRSIDNO MEDIA- BKG-DT T C DY N-BFDT N-AFDT
1310824.110617.012478.0......012478.022878
   ITEM BOOKED AS REQUESTED


ENTER REQUEST CODE-MBTM

PREPARE CASSETTE, RESPOND'OK' WHEN READY
OK

02206

9212660 112171 010578 8 1
***BOOKING HAS BEEN CANCEL-D
```

```
ENTER REQUEST CODE-MBA

ENTER MEDIA NO.-CPY.-112280.1

ENT: LKUP DTS- MMYY-MMYY -9999
(HAPPY PRINCE                                                  AVAIL CD - -
CPY LOCID PRSN-ID NAME-------------FM TYP BK-DL-DT BK-RT-DT     -
 1  20806 1310824 SUZUKI            1   0  01-17-78 01-24-78


ENTER REQUEST CODE-MCD

ENTER MEDIA NO.-CPY.-112980.1

ENT: LKUP DTS- MMYY-MMYY -9999
(AMERICAN PARADE:  WE THE WOMEN                                AVAIL CD -A-

                         1111111111222222222233
          MM-YY  12345678901234567890123456789 01
          07-77  X()HBT..().....().....().....()
          08-77  .....().....().....().....()...
          09-77  H.()H....()H....().....().....X
          10-77  ().....().....().....().....().
          11-77  ....()....H().....()...HH()...X
          12-77  ..().BBBB()BBBBB()HHHHH()HHHHH(
          01-78  )HBT..().BBBB()BBT..().BBBB()BB
          02-78  BBB()BBT..()HBBBB()HBT..()..XXX
          03-78  ...().....().....()HHHHH().....
          04-78  ().....().....().....().....()X
          05-78  .....().....().....().....()H..
          06-78  ..().....().....().....().....X
          07-78  ().H...().....().....().....().
          08-78  ....().....().....().....()....
          09-78  .().....().H...().....()XXXXXXX


ENTER REQUEST CODE-MCD

ENTER MEDIA NO.-CPY.-112980.1

ENT: LKUP DTS- MMYY-MMYY -1277.0478
AMERICAN PARADE:  WE THE WOMEN                                 AVAIL CD -A-

                         1111111111222222222233
          MM-YY  12345678901234567890123456789 01
          12-77  ..().....().....()HHHHH()HHHHH(
          01-78  )H....().BBBB()BBT..().BBBB()BB
          02-78  BBB()BBT..()HBBBB()HBT..()..XXX
          03-78  ...().....().....()HHHHH().....
          04-78  ().....().....().....().....()X
```

ENTER REQUEST CODE-MOC

ENTER MEDIA NO.-112467
ALPHABET CONSPIRACY (2 REELS) 4 20-C-59 1-12
P.C.O.E. COPY (S): *1234 *
OTHER COUNTY (S): E E 8076 A A 8076

ENTER REQUEST CODE-MTA

ENTER MEDIA NO.-112980
AMERICAN PARADE: WE THE WOMEN 1 30-C-74 8-12
HISTORY OF WOMEN IN AMERICA WHICH SHOWS HOW
WOMEN HAVE COME TO 1974, WHAT THEY HAVE ACCOM-
PLISHED AND WHAT STILL REMAINS TO BE DONE IN
THE STRUGGLE FOR EQUALITY. BFA

ENTER REQUEST CODE-MSB

ENTER MEDIA NO.-113065.1
SIU MEI WONG: WHO SHALL I BE 1 18-C-71 4-9

S1- 209005 S2- 209007 S3- 250585 S4- S5- S6-

ENTER REQUEST CODE-MUC

ENTER MEDIA NO.-CPY.-112755.3
RED BALLOON 4 34-C-56 K-12

VNDR:MACMIL P-ID:L-81 P-CST:$ 375 P-DT:03-69 R-CST:$ 450

ENTER MEDIA NO.-CPY.-R

ENTER REQUEST CODE-MRI
ENTER: TAPE DATE -MMDDYY-011378

PREPARE CASSETTE, RESPOND'OK' WHEN READY

OK
00:02
0910660 110126 010678 8 2
1210960 110536 010678 8 1
1210960 110629 010678 8 1
1210960 110734 010678 8 1
A610880 OUTPUT: 142

ENTER REQUEST CODE-CMD

CONVERSATIONAL MODE WITH P.C.O.E. DP CENTER U(TERMINAL) FIRST

ALL DONE
GOOD-NIGHT.
U

***END OF BOOKING. THANK YOU

OFFDISCONNECT PHONE LINE**OFF**

ENTER REQUEST CODE-***

ENTER REQUEST CODE-MBKM

ENTER: LOCID - CDDPP -01803
ENTER:
PRSIDNO MEDIA- BKG-DT T C DY N-BFDT N-AFDT
1111060.330105.011278.0
ITEM BOOKED AS REQUESTED
ENTER:
PRSIDNO MEDIA- BKG-DT T C DY N-BFDT N-AFDT

The Individual Confirmation Card

Each film requested has a response back to the teacher placing the order. The manual system had provided this one-to-one response, and teachers found they relied on it to develop their day's lesson. They would insert the confirmation in their lesson-plan book, as a reminder to pick it up, to schedule the projector and screen, etc. The programmer had not expected to have individual replies, thinking the one long listing per school (see the ICR, in APPENDIX B, page BG) would be sufficient; however teachers indicated they did too need individual responses. The individual reply is shown below.

```
          P.C.O.E.-E.F.C. MEDIA BOOKING
RT 1-13      CONFIRMATION/REJECTION      09-29-77

NORTH TAHOE HIGH/INTER.

BOYLE            L

WATER AND LIFE

** BKD-YES CPY-1-   10-31-77 TO 11-07-77     **

02111
1610620 112484 103177 0   06
```

The delivery label. As films are pulled from the racks to be sent to a school, staff has two matching sets of documents, the Delivery Report (each school for the day has one), and the Delivery Labels. The film is pulled, the Delivery Label is stuck on the can lid. This label, in contrast to the larger one mentioned earlier, has semi-permanent adhesive, and is made of a rubber-type material -- all of which is designed to make removal a one-step operation. It stays on the can only for the duration of the loan.

```
11-2664 -3-   RT 2-02   11-18-77
LEGEND OF JOHNNY APPLESEED
DIAMOND VALLEY                10103
KARRASCH              9000010  U-05
RETURN DATE:  MON, NOV 28, 1977
```

Date on this card, again, includes everything needed to type into the terminal, should a loan need to be cancelled, or extended to the borrower. The label also has a 'usage' count, which increments by one for each loan. At the end of 9 loans, staff puts this film through the electronic inspection and cleaning machine.

The computer resets the counter to '0' and begins to increment again.

Reports the school receives. Samples of the reports mentioned below are in APPENDIX B.

	APPENDIX Page
o Input, Confirmation and Rejection Report (by school). This is the carbon of the one kept in-house.	BG
o Delivery Report This is the carbon of the one kept in-house.	BH
o Return Report This is the carbon of the one kept in-house.	BI
o Media Activity Report (by school) This is not available yet, but will show film use per teacher.	

Reports found to be useful in-house. Samples of the reports mentioned below are in APPENDIX B.

	APPENDIX Page
o Input, Confirmation and Rejections - Received Sequence. This lists all items as typed on to one day's tape.	BJ
o ICR - Media Number Sequence This sorts the items into an orderly array.	BK
o ICR - This is a tally of the day's input.	BL
o ICR - This sorts the above ICR's into individual schools by route sequence of our mail slots. A copy goes to each school that placed an order. This is printed in carbon, one to the school, one for in-house.	BG
o Delivery Report - This lists what is being shipped to a school on a given day. Staff picks the shelves the day before delivery, using this list. This is printed in carbon, one to the school, one for in-house.	BH
o Overdue Report - This summarizes all items that are overdue.	BM
o Return Report - This lists what is to be picked up at a school on a given day. This is printed in carbon, one to the school, one for in-house.	BI
o Unavailability - Lists which films are not able to be booked, and why.	BN

- o Extract Error - An audit program to keep us alert to upcoming bookings that need to be cancelled. BO
- o Spool File Listing - The tape of a day's shipments, which the computer types out on to the terminal's cassette tape. It is kept, until the films are returned. BP
- o Cancel Bookings BQ
- o Media Activity Report - This monthly report shows circulation per title (also available per copy), and shows turn-down per title (or per copy). BR

Labor Comparisons

To manually book, in alpha order, on Wheeldex, approximately 30,000 to 36,000 items during the months of mid-August through May 30, took about 8 hours of labor a day. This would include locating the Wheeldex card, determining if there was an available date within the teacher's time constraints, recording the transaction twice, splitting the multi-carbon form, filing its parts in drawers or envelopes, and distributing envelopes on to mail slots.

To do this work on the computer takes 2 hours of typing on to a cassette tape at a terminal (low volume days might take only 30 minutes), and 20 to 45 minutes of 'on line' (on the phone with the cassette talking to the computer, with responses being typed out on the terminal's paper scroll). The format work is done in the a.m., the latter in the p.m.

The paper products (the Delivery Reports (pick lists), the individual teacher confirmation cards, the Overdue Report) are printed the following a.m. Because the pick lists are all sorted by the computer into school, route, and film number, labor is saved over the manual system. The clerical staff indicates the remaining work of pulling films from the racks is able to be accomplished even faster and more accurately due to Delivery Reports being typed (not hand-written numbers and letters). Samples of these are in APPENDIX B, pages BH, BI, and BJ.

The individual confirmation cards are sorted (by the computer) by day of week/and route sequence (the same as the mail slots are). This job of putting confirmations on shelves is less than in the past due to a) automatic sorting, and b) elimination of envelopes and labeling them. Each school receives a summarized list of their teacher confirmation cards. See APPENDIX B, page BK.

A task that has been added is that of dialing the computer, running

the cassette tape of requests for films into it and obtaining a yes or no response. This is done in the p.m. and consumes anywhere from 20 to 50 minutes, for 200 to 500 individual film requests.

Other tasks and their estimated time of completion are: 1) Scanning all teacher-written orders (there are a great number of errors due to teachers' orders not adhering to the exact week day that their school gets delivery. Much training has been given, but as the delivery day is changed yearly (to rotate the Monday school holidays and the resultant lack of film deliveries), teachers need assistance. The old manual booking system had this same problem. This task takes 20 minutes daily. 2) Checking Return Reports for items which have not been returned from schools, inserting the spool listing tape on to the terminal and typing a caret before those few items which were not returned. The tape then is run on-line to the computer and all film loans are canceled except those with the caret. While on line, the films which have been damaged, lost, newly received, overdue, etc., are coded into the computer, to immediately alert it to whether or not a film is 'available' to be booked, or not. The Overdue Report is cumulated daily in the computer, and printed. Individual overdue notices to schools, teachers, principals, etc. are still being prepared manually. This new pattern of checking Return Reports never takes as long as the old way of matching the carbon slip on the film can to the original slip in our file. All of the sorting and filing tasks associated with the old slips have been eliminated. We keep the Return Reports in a notebook, as sorted by the computer (in route sequence). These tasks take about 2 hours daily, almost precisely what the tasks of checking the paper-work for returned films took by the manual system.

The film staff find the computer is valuable in that <u>every</u> transaction is available on computer sheets, readily seen by any of them. Everyone is able to answer telephone calls and personal inquiries, having access to the same data.

All told, what has the work load done to staffing. It has reduced it by one-half an employee. Four and a half employees used to be involved in purchasing, booking, shipping, receiving and previewing for 36,000 to 40,000 circulation (as well as preparing all input for the computer). Staffing is now four employees, and equalling or bettering the circulation. The circulation could be increased by 5,000 or 10,000 items with only part-time staff need occurring in the inspection/rewinding operation. Films

are returned with or without rewinding; those needing it are rewound and simultaneously inspected, taking an average of 3 minutes each. As the optical scanner will be used for inputting teacher requests for films, the typing of orders on to tape should lessen labor needs, depending upon the breadth of teacher acceptance of preparing the opscan forms.

Alliance With the Computer Department

The computer that serves the financial reporting needs for the 29 school districts in Placer County, and will be serving the class scheduling, attendance and test-scoring needs, is the one that serves the Educational Film Center. How did the Center capture the attention of the computer personnel, when other needs were pressing their time? By being like a grain of sand in an oyster -- beginning years before these other interests began expressing their need; by entering the clattering domain of the computer room when other groups felt excluded by the noise, the language, and the personnel; by providing the computer programmer with transportation to sites where similar computer equipment is doing a lousy effort of the job you want done, or where much more exotic equipment is doing an outstanding job of the sort you want done; by taking a basic course in programming in the language used by the computer in your building; by having a programmer who likes to be challenged to get his small computer to work so efficiently that it handles a large job that others thought couldn't be handled; by writing letters to a few agencies that are doing work similar to your desired end product and asking for programs to be donated or sold, and then having some genius translate the language of those programs to the language you need; by being patient -- waiting six years for fruition of the goal. Why so long? You must remember that your film center is far down on the list of priorities of your employer, and you have no dollars to pave the way. What you get, for months on end, is actually the moonlight hours of a dedicated programmer who is much more challenged by the intriguing problems of your film center than he is by the worn-out and repetitive problems of budgets which he has spent twenty years on already. So, your needs are the ones which he wants to work on. But moonlight hours are few, and unpaid, so it will take a long time. Again. Be patient.

Expect days when your programmer is depressed. His boss will have clamped down on this time, and restructured other office priorities which

ensure that programming work on your film booking is firmly deemphasized. This will especially be true when the federal or state government alters Social Security formulas, hourly wage scales, demands W-2 forms, etc., and he has to draft line after line of changes into his once perfect budget programs.

The Dedicated vs. Non-Dedicated Computer

Remember that the dedicated computer can do your one present task, but that it is the non-dedicated computer that can take on new tasks (which will no doubt arise in the future), and that probably costs less even in the short run. The dedicated computer has a limited number of push buttons, and they do only set tasks. The non-dedicated computer has a full typewriter and calculator keyboard and has the potential of Bach for developing/solving tasks that can be performed.

The qualities to look for in a computer operation to the author's way of thinking, are: a) time allotments per work day that you will be on the computer (this need not be rigid though, as 9:02 a.m. daily); b) time allotments per work day for the printer to print your work; c) easy rapid communication, and physical presence, if needed, of the programmer and your staff; d) short time span of 'no man's land' (this is the gap between when a teacher orders and when the film can be delivered. The PMMS gap is two days; e) fast repairs on computer equipment; f) fast remedies on flaws in the programs (during the first year of operation small amazing things arise. No doubt, with a less capable programmer, or one who tries to invent all of his own programs rather than working from other well-developed programs (as OTIS, which we used), there would be a lot of teeth-gnashing problems which would be major operations to remedy.

These several qualities are seen to not be just the piece of equipment, but the people and the programs as well.

Equipment - Present and Future

Optical scanner. The intent of the computer department in the Placer County Office of Education is to capture data at school sites, and have it go through very few human operations which might alter or eliminate data. The film order form developed to replace the old manual multi-carboned form is a printed form that the teacher will print numbers on (somewhat similar to arabic numbers) in set areas, and which will then be fed into the optical scanning machine. It will 'read' where pencil lead has been

deposited and translate this into the computer as a request for a film. Schools have many student's tests graded this way. The machine can switch from doing one job to another rapidly, so that it can be shared for a number of functions with other educational departments.

The CRT. The terminal presently in use is the NCR 260, which has one tape drive, one full keyboard, and a thermal paper roll (scroll) like a desk-top adding machine. The paper can be halted from being printed on, if a written reply is not needed, yet a scroll a day is being consumed, currently. At a cost of $2.50 a scroll, a television-tube display machine (called a CRT, for cathode-ray tube) is being considered for those jobs where no hard-copy is needed as it could pay for itself in two years. The terminal has capacity for a second tape drive to be installed. This could allow the computer to quickly dump a lot of data on to a cassette tape, and then allow film staff time to examine the data slowly -- and not tie up the computer in an 'on-line' state.

The light pen. Checking films back in, after they have completed a loan, was a several hour operation under the manual system. Under the computer system, the capacity to have a light pen glance over a printed tape and release a loan is appealing for its labor-saving qualities. To date, neither the program nor the equipment is operational in PMMS.

The on-site terminal. Districts in Placer County are beginning to obtain computer terminals using regular phone lines that makes possible immediate response to a teacher who types in a requested film order. It also makes possible the individualized instruction of pupils, who may soon be selecting their own materials for instruction by typing in requests. Additionally, at a time when printing costs are making film catalogs in printed form cost from $6 to $10 each, and when a microfiche catalog is difficult to retrieve items from rapidly, the computer terminal can display catalog data, in video or printed form, and only those portions called for need to be displayed. That makes for a savings of many thousands of dollars in print costs. Because districts are purchasing terminals to have access to budget, attendance accounting and test-scoring data that is stored in the same computer, districts are not having to purchase a terminal just to ask about one film.

Potential For Interfacing With The Placer Media Management System

The rural counties north and south of Placer County are smaller, and

less developed in computer sophistication. Several of them are now considering obtaining small computers. If they settle on an NCR they would have access immediately to all the programs on school financial record keeping, on class scheduling, on attendance accounting, on test scoring, and on film booking. These programs were written under tax-payer's money, so they are free to other agencies supported by tax-payers' dollars. That makes it desirable to seriously consider adopting a computer that has a battery of programs that will set a computer facility up quickly. Districts can be guaranteed a bug-proof service rather quickly, and inexpensively, provided the county can hire capable employees to be in charge of the operation.

Other rural counties, without the need for a small computer, could, with a terminal and a small printer, phone in to get access to data in Placer's file of films (after input of their own unique shelving number) and could obtain masters for printing their film catalog, or could even obtain film booking of films in their own collection. This time-sharing is difficult to agree to, for the educational structure provides dollars for your own body of students, and does not allow dollars to explore how to serve other bodies of students.

Other Computerized Film Booking Operations in California or The West

When the author began to be interested in computers for library operations, the literature was scarce. One Australian had toured U.S. libraries and came to the miserable opinion that computers used in library settings were few and ineptly conceived. During the DAVI Convention in Portland (1969) the computer booking operation at Multnoma County, Oregon, was toured.

Late in 1973, LARC held a seminar at the Kellogg Center at Pomona where the programs at Shawnee Mission, Kansas (school library and book processing) and at OTIS (Oregon's Total Information Service, including film booking) were described along with an unexecuted program for the Los Angeles Unified School District. This drew four attendees. Since then, however, Alameda and San Mateo County Offices of Education have a program for film booking on a time-shared Honeywell computer. It does not prepare the masters for the catalog nor does it share that data with the booking program.

The Anaheim, California, Union High School District has a shared booking and a catalog program on computer. The Sacramento County Office

of Education houses a regional computer center which hopes to include media booking for a large number of educational agencies in the future.

The vendors RTI and Paulmar (both in Illinois) have dedicated computers designed to do little more than film/media booking. At a cost of over $12,000 a year rental, these do not appear to be the low-cost item the small library is seeking.

The Monterey (California) County Office of Education has recently acquired the RTI equipment.

The Placer County Office of Education is proud of its Placer Management System because it has prepared sophisticated programs for a small computer making it capable of executing problems which others said could not be done. It is confident that the original problem solving conception, and the initial plans taking into account needs five years into the future, and its programs considering future equipment (as opscan, light pens, etc.) will be the criteria which keeps PMMS away from obsolescence, away from massive reprogramming costs, and away from user discontent.

Those of you who prefer to work in rural areas don't have to be satisfied with out-of-date technology. In fact, keep your eyes open, for the new home mini computers may just be the answer to your office needs in a year to two. The programmer here says the developments are truly amazing. He (like the rest of us?) wishes he were a young man just starting out, to be able to be involved with it all, with a fresh brain.

The Secrets of Financing The Computerized PMMS

[This portion of the report may only be comprehensible to a few county school office employees, and may apply only to California at that, and maybe only to small counties.]

The budget for a county office of education, in California, is made up of various parts. One includes income and expense of film libraries. Another covers income and expenses of administrative services. Because the computer portions of the office are covered under the administrative services part, it is possible to blanket a great many things under that, which remove them from having to be covered under the film library part. The income for the film library part is difficult to increase. The income for the administrative services can be a levied county-wide tax.

So, when all is said and done, if your film library budget no longer can cover employee costs and survive, look for a way to get the job done

in some other budget. It makes for rollicking fun.

The Five-Year Projection - 1978-1983

The 1st Record program will continue to serve our needs for the foreseeable future with few changes. It needs to automatically count and reset the numberical value in box 25 of the 1st Record input sheet (see APPENDIX A, page AA, buff) for all the remaining copies of the title, when copies are added or deleted as shown by input in box 8.

Mirror. The 1st Record program 'mirrors' the annotation on the first copy entered, and duplicates it on to the next copy (if any) that is added. Occasionally a problem arises when we own a copy, buy a second, delete the first, keep the second (because of the 'mirror' effect, the annotation of the first copy will apppear in the catalog and on the 1st Record), replace the first (and find there is now no annotation showing in the catalog nor on the 1st Record, because the 'mirror' only works one direction -- down -- it does not mirror up.) To solve this missing annotation, we have to input a change -- which calls for reentering the entire annotation, even though the very data needed is in the computer under the second copy.

Annotation. The five-line annotation is adequate; having originally been only four lines, staff is adept in extracting the essence of films into the five lines. As we do not have photo-reduction equipment we do not want the catalog to be too bulky. Too, another paper shortage, or price hike in paper could occur again.

Changing fields. Plans call for changing the array of fields on the 1st Record denoting replacement, repair, damage, to show latent-edge numbering, source of funding for purchase, etc.

Statistic reports. The booking program will have a number of statistical reports available, which are just now being created. These will tally number of films used, number of teacher borrowers; number of films turned down; number of films unavailable (and the reason therefore); number of films at start of year, available for booking, and at end of year; number of copies deleted, lost, or added; etc. Schools will be able to receive a listing of all films shipped, by teacher, to inform administrators of instructional practices, and curriculum coverage; or a listing by film title, perhaps showing it has been in their school again and again, perhaps necessitating some grade-level planning; films out to inter-agency loans causing conflicts with requests from school users, etc.

Opscan order form. The use of the optical-scan order form will be optional; this is because teachers have limited capacity for accepting change, and are undergoing trauma at accepting the current modifications to the 'traditional' manual booking system. It is hoped they will use the new form, through the encouragement that those orders will be processed first each day, before the tape input orders are. Some of the districts are purchasing a terminal in order to have access to the budget, the class scheduling, and the attendance accounting programs, and they will be urged to access films for their teachers via their terminal.

Alphabetizing multiple copies. Another problem which has begun occurring since we began booking is when we need to change the sequence of alphabetization of a film title. Formerly a change occurred, for all copies, with a single input record establishing a new Control Number. Now this change occurs, but only for one copy, which is not easy to edit, for most reports do not list all the copies owned of each film. Months down the line, a report of all copies will be listed, line-by-line, and the evidence shows that only one copy was moved to a new location.

Overdue problems. The manual work involved in locating overdues, inputting that data, and cancelling orders for teachers following the overdue user, and drafting the follow up correspondence to both the overdue user, the principal, and the teachers following up the overdue user had not decreased through the use of the computer. It comprises an hour or two daily. Plans call for programming changes toward not halting all bookings for an overdue, but to halt only for the period of one additional delivery sequence. The bulk of overdues will take care of themselves with this action, lessening manual input efforts. Notices to the teachers who will not be receiving the film due to its being overdue from the last user could be issued on the same card stock as the individual confirmation cards, lessening manual efforts. The same card stock could be used to print notices to borrowers that the item they were to have received has in fact become unavailable -- and the reason could be given, using the code messages currently in the program.

Inter-county posting system. Thought has been given to creating a posting system to allow those films coming in to the Educational Film Center from Amador, Calaveras and El Dorado to appear on the Delivery and Return Reports of the specific high school, and to appear on the Media Activity Report as a circulation. This would not be similar to the decision-

making role which the computer makes when booking a film, but would be a lesser transaction.

Checking films back in. Consideration of using the light pen to check films back into the collection needs to be continued. Staff currently takes the Return Report, manually checks each item as returned or not, and transmits this information to another staff who compares this information with the printed spool list, and undertakes to alter the spool tape to agree and transmit this data to the computer. This area of checking items back into the system may be the biggest time consuming task left in the film library process. A single slip of one key stroke on the spool tape and an item that is overdue is cancelled, and that usually means it is immediately booked to another borrower and then a chain of correcting operations has to be implemented. There seems to be no way to reinstitute the loan that, in truth, is overdue.

Printing on exception basis. Some of the in-house reports may need to be printed on an exception basis. In place of printing stacks of paper about all films, or all borrowers, efforts need to be spent on extracting the data only on films or borrowers with exceptional traits. Traits to be considered are:

- Films with less than five uses, in a 6-month period.
- Films with more than five uses, in a 6-month period.
- Films with more than 11 turn-downs in a 3-month period.
- Films on the Unavailability Report for more than a 1-month period, and the reason.
- Borrowers who borrow 5 films or more, per week, 3 weeks in a row.
- Schools which appear on the Overdue Report 3-weeks in-a-row or more.
- The number of films booked monthly to '0500000' (the A-V Coordinator).
- The films loaned to inter-county (Amador, Calaveras, El Dorado) which have caused turn-downs to E.F.C. regional borrowers.
- Effectiveness of subject headings -- which films are blocked from use due to placement in a poor subject heading.
- Effectiveness of annotations -- which films are little used due to unmeaningful paragraph.
- Effectiveness of grade level placement -- are the actual borrowers above, below, or right at, the claimed grade level.

Preview system. A program for accommodating preview films, their correspondence, their bookings out to schools, their appearance on

Delivery and Return Reports, and on the Media Activity Report as a circulation needs to be considered. The RTI program in operation at the Monterey County Office of Education has the capacity for a preview program, though it is not in operation as of spring 1978.

Operating manual. A manual for the Educational Film Center personnel responsible for computer input to the PMMS program needs to be prepared, indicating each specific field on each input sheet, and what does occur when items are input correctly, and incorrectly. There is no computer programming knowledge in any of the Educational Film Center staff, thus input must be done by rote. Done in episodes, once or twice a year, it is difficult to retain the rote learning, and sometime knotty situations occur as a result.

Conclusion

The immediate prospect of fall 1978 is to have a larger capacity NCR computer, with four partitions, serving the needs of the school districts in Placer County. One of these partitions will be serving the film booking program almost full-time, so PMMS will be on-line much of the day. That will ease the get-ready-and-wait stance in use this year while waiting for our program to be 'brought up' in the computer room, or waiting until payroll warrants were processed to get time to go on-line.

All the topics considered in the section on FIVE-YEAR PROJECTION may not come to pass; and other unthought-of-yet topics may arise. But when we have considered some possible paths, we are more competent in making decisions about whether the path we are on is going where we want to go, or whether we are in need of a new path to follow, or maybe whether we need to be the trailblazer.

APPENDIX A

AA 1st RECORD (Buff)

AB SUBJECT HEADING (Pink)

AC MASSIVE SUBJECT HEADS (Buff)

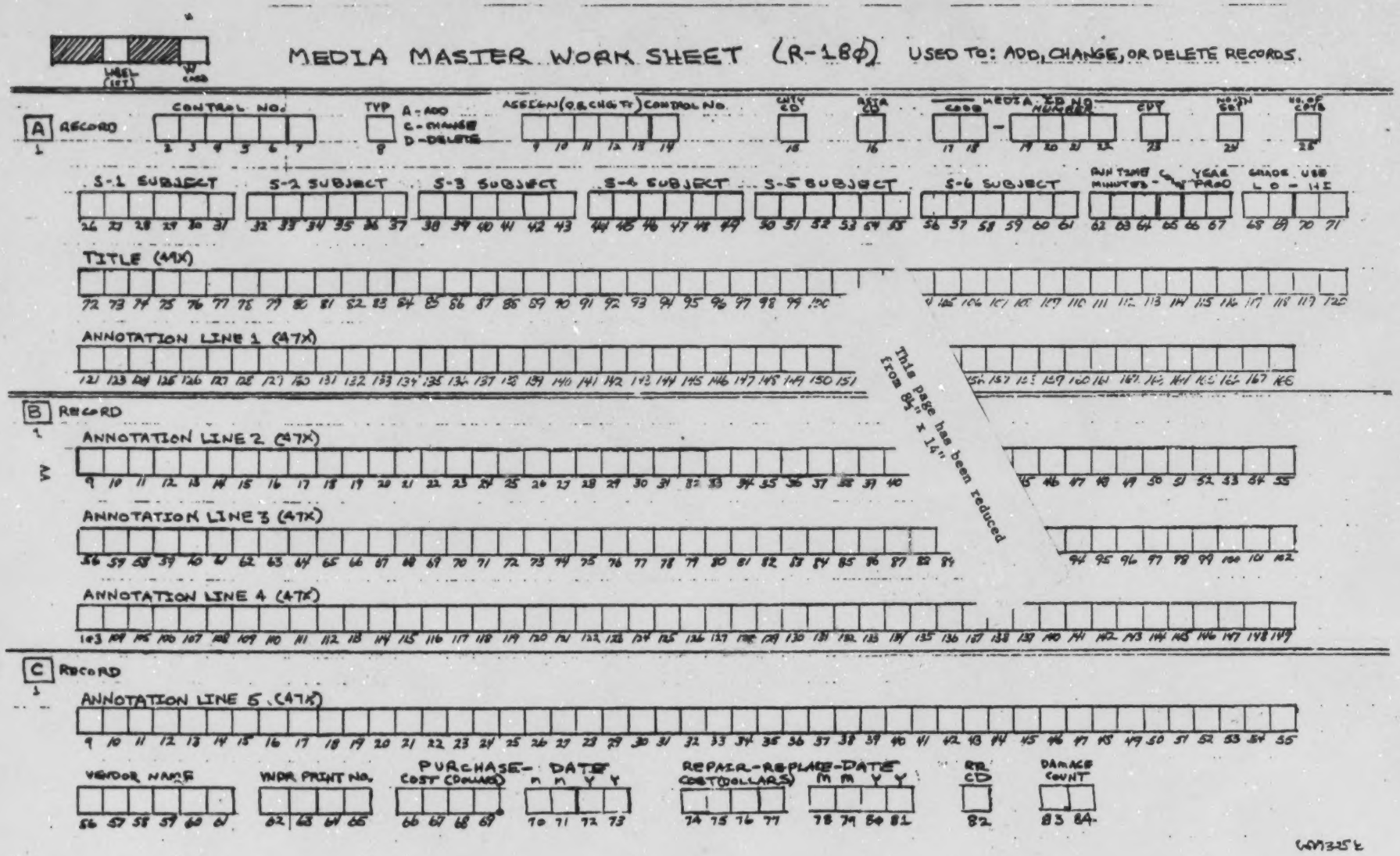
AD INTER-COUNTY FILM NUMBERS (Green)

AE DELETES (Canary)

AF CAN-LID LABEL (Canary)

AG WHEELDEX CARDS (Buff)

AH PERSONNEL AUTHORIZATION (Pink)


MEDIA MASTER WORK SHEET (R-18Ø) USED TO: ADD, CHANGE, OR DELETE RECORDS.
LABEL (1ST)
W CASE
A RECORD
CONTROL NO.
TYP
A - ADD
C - CHANGE
D - DELETE
ASSIGN (O.B. CHG TO) CONTROL NO.
CNTY CD
ASTA CD
MEDIA ID NO.
CODE
NUMBER
CPT
NO. IN SET
NO. OF CPTS
S-1 SUBJECT
S-2 SUBJECT
S-3 SUBJECT
S-4 SUBJECT
S-5 SUBJECT
S-6 SUBJECT
RUN TIME MINUTES
YEAR PROD
GRADE USE
LO - HI
TITLE (49X)
ANNOTATION LINE 1 (47X)
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B RECORD
ANNOTATION LINE 2 (47X)
ANNOTATION LINE 3 (47X)
ANNOTATION LINE 4 (47X)
C RECORD
ANNOTATION LINE 5 (47X)
VENDOR NAME
VNDR PRINT NO.
PURCHASE-DATE
COST (DOLLARS)
M M Y Y
REPAIR-REPLACE-DATE
COST (DOLLARS)
M M Y Y
RR CD
DAMAGE COUNT

ADD
CHG
DELETE

MEDIA MASTER - SUBJECT CATALOG

TITLE HEADING: TOPIC OR CHAPTER (R-ØBØ)

1 SUBJECT LEVEL 1 = K-8, 2 = K-12, 3 = 9-12

2 3 SUBJECT NO. (PAGE HDG KEY - IF NEW ONES ARE ADDED, 'SUBJCAT' PROGRAM MUST BE CHANGED)

4 5 6 TITLE HDG NO

7 CNTRL NO. (SEE EXPLANATION BELOW)

TITLE-HEADING DESCRIPTION (65X)

16 17 18 19 2Ø 21 22 23 24 25 26 27 28 29 3Ø 31 32 33 34 35 36 37 38 39 4Ø

41 42 43 44 45 46 47 48 49 5Ø 51 52 53 54 55 56 57 58 59 6Ø 61 62 63 64 65

66 67 68 69 7Ø 71 72 73 74 75 76 77 78 79 8Ø

EXPLANATION OF CONTROL NUMBERS:

Ø - HDG ONLY. STARTS NEW PAGE
Will continue to print heading with 'CONT' until:
a. A new subject no (1st two digits) is encountered.
b. Another 'Ø' heading control no. is encountered.
c. A new topic '3' control no. is encountered.

1 - HDG-TITLE. DOESNT START NEW PAGE. Films will (must) follow.

2 - HDG-TITLE. DOESNT START NEW PAGE. States 'NO RECOMMENDATION'.

3 - NO HDG INFO. STARTS NEW PAGE only for new topic.
Used to clear a 'Ø', '1', '2' control no.
A '1' or '2' control number must follow or a blank page will be printed.

4 - HDG. TITLE. DOESNT START A NEW PAGE. This is a 'SEE' REFERENCE. FILMS DO NOT FOLLOW.

9-75

MEDIA MASTER (MASSIVE) SUBJECT CHANGES (R-180)

1	CONTROL NO. 2	3	4	5	6	7	8	SUB. # 1 24	25	26	27	28	29	SUB. # 2 32	33	34	35	36	37	SUB. # 3 38	39	40	41	42	43	SUB. # 4 44	45	46	47	48	49	SUB # 5 50	51	52	53	54	55	SUB # 6 56	57	58	59	60	61
A							C																																				

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AC

MEDIA MASTER COUNT' ODE - MEDIA NO. CHANGES (R-Ø8

CONTROL NO.						MASTER C - MEDIA NO							2ND C - MEDIA NO.							3RD C - MEDIA NO.							4TH C - MEDIA NO.						
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AD

GAM 3-75

A RECORD 1 — MEDIA MASTER (MASSIVE) DELETES (R-180) — 6-76

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C# 2	3	4	5	6	7	DELETE 8	FILM TITLE	COPY #
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AE

MEDIA LABEL REQUESTS

(R-080)

MEDIA CODE	COPY CODE *	NO. OF LABELS	MEDIA CODE	COPY CODE *	NO. OF LABELS

* If the COPY CODE is blank, labels will be printed for all copies

AF

WHEELDEX REQUESTS

(R-080)

MEDIA CODE	MEDIA CODE

AG

PERSONNEL AUTHORIZATION WORKSHEET

Educational Film Center 1228 High St., Auburn, Ca. 95603

MEDIA BOOKING R-080

CNTY	DIST	SCHOOL
1	2 3	4 5

COUNTY-DISTRICT-SCHOOL DESCRIPTION

6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

DAY	ROUTE #	ROUTE SEQ	DAYS SCHD
31	32	33 34	35 36

PERSON I D #	LAST NAME	FIRST INIT	MID INIT	NOT AUTH FLAG
37 38 39 40 41 42 43	44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59	60	61	62

APPENDIX B

BA	SUBJECT HEADINGS
BB	MEDIA CATALOG -- 9-12 with inter-county titles
BC	MEDIA CATALOG -- K-8 - SUBJECT
BD	MEDIA CATALOG -- K-8 - TITLE
BE	DELIVERY AUTHORIZATION LISTING
BF	DELIVERY SCHEDULE LISTING
BG	ICR -- BY SCHOOL
BH	DELIVERY REPORT
BI	RETURN REPORT
BJ	IN-HOUSE -- ICR -- RECEIVED SEQUENCE
BK	IN-HOUSE -- ICR -- MEDIA SEQUENCE
BL	IN-HOUSE -- ICR -- TALLY OF DAYS INPUT
BM	OVERDUE
BN	UNAVAILABILITY
BO	EXTRACT ERROR
BP	SPOOL FILE LISTING
BQ	CANCEL BOOKINGS
BR	MEDIA ACTIVITY REPORT

LEV	SBJNO	CNTRL	TITLE-HEADING DESCRIPTION
2	50560	1	MIDDLE EAST
2	50570	1	MONUMENTS AND LANDMARKS
2	50580	1	MOUNTAINS
2	50585	1	MULTI-CULTURES IN THE U.S.
2	50590	1	NATIONAL PARKS
2	50600	1	NATURAL RESOURCES
2	50610	1	NEGROES -- PAST AND PRESENT
2	50620	4	NORTH AMERICA SEE CANADA, U.S., MEXICO, ETC.
2	50630	4	OCEANIA (SOUTH PACIFIC ISLANDS) SEE SOUTHEAST ASIA
2	50640	4	ORIENT SEE CHINA, JAPAN, KOREA
2	50650	1	PARLIMENTARY PROCEDURES
2	50660	4	PHILLIPINES SEE SOUTHEAST ASIA
2	50670	1	POLAR REGIONS
2	50680	1	POLITICAL SYSTEMS
2	50682	1	POLLUTION
2	50685	1	POPULATION PROBLEMS
2	50690	1	PREHISTORIC TIMES
2	50700	1	RELIGION
2	50710	1	RENAISSANCE
2	50720	1	RIVERS AND OCEANS
2	50730	1	ROME, ANCIENT
2	50740	1	RUSSIA
2	50750	1	SCANDINAVIA AND NORTH SEA COUNTRIES (NORWAY, ICELAND, GREENLAND)
2	50760	1	SOUTH AMERICA
2	50770	1	SOUTHEAST ASIA
2	50780	1	SPACE EXPLORATION
2	50790	1	SPAIN AND PORTUGAL
2	50800	1	SWITZERLAND
2	50820	1	UNITED NATIONS
2	50830	4	USSR SEE RUSSIA
2	50840	1	U.S. HISTORY -- DISCOVERY AND EXPLORATION
2	50850	1	U.S. HISTORY -- COLONIAL PERIOD TO 1766
2	50860	1	U.S. HISTORY -- REVOLUTIONARY PERIOD TO 1783
2	50870	1	U.S. HISTORY -- 1783 TO 1860
2	50880	1	U.S. HISTORY -- CIVIL WAR PERIOD TO 1900
2	50890	1	U.S. HISTORY -- 1900-1914
2	50891	1	U.S. HISTORY -- WORLD WAR I
2	50892	1	U.S. HISTORY -- 1919-1939
2	50893	1	U.S. HISTORY -- WORLD WAR II (1939-1945)
2	50894	1	U.S. HISTORY -- 1945 TO KENNEDY (1960)
2	50895	1	U.S. HISTORY -- 1960-1974 (KENNEDY THRU NIXON)
2	50896	1	U.S. HISTORY -- 1974-
2	50900	1	VOLCANOES
2	50910	1	VOYAGES AND TRAVEL
2	50920	1	WASHINGTON, D.C.
2	50930	1	WEST INDIES
2	50940	1	WOMEN'S LIBERATION
3	50970	1	WORLD HISTORY
2	54900	1	TEACHER EDUCATION
2	54903	1	CLASSIFIED STAFF TRAINING
2	54905	1	CLASSROOM PROCEDURES
2	54910	1	PARENT AND SCHOOL PUBLIC RELATIONS
2	56000	1	LOAN EQUIPMENT
2	57000	1	MODELS
2	59000	1	NON-NARRATED FILMS
2	60000	1	BOOKS ACCOMPANYING FILMS

EXERCISE AND REST FOR PROPER FUNCTIONING. CF

C C -1204 CITY GOVERNMENT: CLOSEST TO THE PEOPLE 20-C-76 9-12
ILLUSTRATES SOME OF THE STEPS CITY GOVERNMENTS ARE TAKING TODAY TO MEET THE NEEDS OF THE PEOPLE THEY SERVE AND SHOWS THE SIMILARITY OF PROBLEMS FACED BY CITY GOVERNMENT IN VARIOUS URBAN SETTINGS. EBE

E E -6781 CITY OF GOLD 23-B-58 9-12
THE FRENZIED STAMPEDE INTO THE KLONDIKE IN THE LATE 1890'S.

E E -6733 CITY OF NECESSITY 25-C-63 9-12
VIVID IMPRESSIONS OF CHICAGO - ITS BEAUTIFUL FACADE, ITS MANY SERIOUS PROBLEMS - CONGESTION, CONFUSION, INADEQUATE HOUSING, SEGREGATION AND ANONYMITY. . . .MASSIVE EFFECT OF URBAN REVOLUTION.

E E -8238 CITY OUT OF WILDERNESS 30-C-74 9-12
GIVES THE STORY OF WASHINGTON, D.C., FROM LAY OUT TO PRESENT, AND INCLUDES MANY HISTORICAL EVENTS. FI

P 11-2235 CITY UNDER THE ICE 15-B-64 7-12
BENEATH AN ICE CAP IN GREENLAND, A CITY IS BURIED. AMERICA'S POLAR RESEARCH AND DEVELOPMENT PROGRAM PROBE THE SECRETS OF THE ARCTIC. CBS

E E -6471 CIVIL WAR 16-C-54 9-12
C C -6471 USING ANIMATED DRAWINGS, PICTURES IMPORTANT MILITARY EVENTS OF THE WAR, STRESSING SOCIAL, ECONOMIC AND GEOGRAPHICAL FACTORS.

A A -2404 CIVIL WAR AND INVASION, 1927-41 22-B-67 9-12
CHINA'S PROBLEMS: JAPAN INVADES MANCHURIA, AND MAO'S COMMUNISTS CHALLENGE THE NATIONALISTS. CHAING TURNS TO THE U.S. FI

P 11-3356 CIVIL WAR: ANGUISH OF EMANCIPATION 28-C-72 8-12
E E -8092 EXPLORES THE CONSTITUTIONALITY, ECONOMICS AND SOCIAL IMPLICATIONS OF SLAVERY AND LINCOLN'S DILEMMA IN DEALING WITH THE PROBLEMS. LCA

C C -0772 CIVIL WAR - BACKGROUND ISSUES '1820-1860' 16-B-63 9-12
STUDIES THE COMPROMISES FORMULATED TO HELP REDUCE TENSION BETWEEN THE NORTH AND SOUTH: THE MISSOURI COMPROMISE, WILMOT PROVISO, COMPROMISE OF 1850, KANSAS-NEBRASKA ACT AND DRED SCOTT DECISION. CORF

P 11-3357 CIVIL WAR: PROMISE OF RECONSTRUCTION 28-C-72 8-12
C C -1135 EXAMINES THE UNION GOVERNMENT'S PORT ROYAL EXPERIMENT FOR EDUCATING AND AIDING THE SLAVE TO BECOME A FREEDMAN. LCA

P 11-3639 CIVILIZATIONS OF ANCIENT AMERICA 22-C-72 6-12
ALTHOUGH THE MAYAN NUMBER AND DATING SYSTEM HAS FINALLY BEEN DECIPHERED, THE FATE OF THE MAYAN CIVILIZATION STILL REMAINS UNRESOLVED. THE OLMEC CULTURE, OLDER THAN THE MAYAN IS BELIEVED TO BE THE SOURCE OF AMERICAN CIVILIZATION. FI

P 11-3040 CLASSIFYING ANIMALS: AND OUR PLACE IN THE... 13-C-73 7-12
DESIGNED TO HELP CHILDREN UNDERSTAND THE BASIC SYSTEM OF CLASSIFICATION THAT IS USED TO IDENTIFY ALL LIVING THINGS AND TO SHOW HOW HUMAN BEINGS RELATE TO THE OTHER LIVING CREATURES OF THE EARTH. JOU

P 11-0520 CLASSIFYING PLANTS AND ANIMALS 11-C-61 6-12
INTRODUCES LINNAEUS' SYSTEM OF BINOMIAL NOMENCLATURE. CORF

P 11-2077 CLAY (ACI) 15-C-67 2-9
INTRODUCES CLAY AS AN ART MEDIUM OF LIMITLESS POTENTIAL AND GREAT VERSATILITY. INDICATES HOW

BASEBALL

11-0874	PLAYING SOFTBALL	11-C-75	3-6

BASKETBALL

11-3331	BASKETBALL BY THE RULES	27-C-70	6-12
11-0111	BASKETBALL FOR BOYS: FUNDAMENTALS	11-B-59	4-12
11-0760	BASKETBALL FOR GIRLS: FUNDAMEN. TECHS. (2ND ED)	11-C-72	8-12
11-2549	BASKETBALL SKILLS (6 FILMS ON ONE REEL)	30-C-74	6-12

DANCING

11-2546	BALLET WITH EDWARD VILLELLA	26-C-70	2-12
11-3067	SQUARE DANCING FUNDAMENTALS (2 REELS)	36-C-74	5-8

FITNESS SKILLS

11-0186	APPARATUS SKILLS	11-C-70	3-5
11-0188	BALANCE SKILLS	9-C-70	3-5
11-0200	BALL SKILLS	9-C-70	3-5
11-0189	BASIC MOVEMENT SKILLS	9-C-70	3-5
11-3488	BREAK ON THROUGH	14-C-73	7-12
11-3490	CLIMB	22-C-74	7-12
11-3584	HABITS OF HEALTH: KEEPING IN TOP SHAPE	13-C-75	3-7
11-0209	HANG TEN	9-C-70	7-12
11-0866	HEART OF WINNING (SPECIAL EDUCATION)	12-C-75	5-12
22-0097	I AM FREEDOM'S CHILD	5-C-71	K-3
33-0097	I AM FREEDOM'S CHILD (BOOK)	-C-70	K-3
11-0736	IMPROVING YOUR POSTURE (2ND ED)	11-C-70	7-12
11-3008	INTRODUCTION TO WRESTLING	13-C-73	8-12
11-2727	MOODS OF SURFING	15-C-67	5-12
11-3004	NEW GAMES TOURNAMENT	20-C-74	6-12
11-2450	PHYSICAL PERFORMANCE TEST (NEW) CALIFORNIA	15-C-70	4-8
11-0398	RACE	10-C-75	8-12
11-3534	SAFE IN RECREATION	15-C-74	2-8
11-3537	SCUBA	22-C-75	7-12
11-0671	SKI FEVER	9-C-71	7-12
11-2840	SKI THE OUTER LIMITS	28-C-68	5-12
11-2966	SOLO	15-C-71	7-12
11-0712	TAKE JOY	10-C-74	5-7
11-2565	TESTING FOR PHYSICAL FITNESS	20-B-65	4-12
11-2900	THINKING, MOVING, LEARNING	20-C-71	K-3
11-2545	UNSEEN ENEMIES (REVISED ED.)	27-C-76	6-12
11-3247	UP AND OVER: EXPLORING ON THE STEGEL	21-C-69	K-6
11-2887	WHY EXERCISE	14-C-68	7-9
11-3572	YOUNG WOMEN IN SPORTS	16-C-74	6-12

FOOTBALL

11-3329	FOOTBALL TODAY	28-C-71	10-12
11-3328	LOMBARDI METHOD	25-C-70	10-12

GYMNASTICS

11-3406	GYMNASTICS FUNDAMENTALS FOR GIRLS	15-C-67	8-12
11-2752	WOMEN'S GYMNASTICS: FLOOR EXCERCISE FUNDAMENTALS	14-C-71	6-12

SOCCER

11-3543	SOCCER: HANDS OFF	16-C-75	5-9
11-3548	SOCCER: PENALTY KICKS, FREE KICKS AND GOAL ...	17-C-73	10-12

SWIMMING

11-3537	SCUBA	22-C-75	7-12
11-3555	SYNCHRONIZED SWIMMING	16-B-67	7-12
11-0863	WATER SAFETY: AN INTRODUCTION	11-C-74	3-6
11-3572	YOUNG WOMEN IN SPORTS	16-C-74	6-12

TENNIS AND BADMINTON

11-2907	BADMINTON FUNDAMENTALS	12-C-70	7-12
11-3324	GROUND STROKES WITH BILLIE JEAN KING	14-C-69	6-12
11-3325	SERVE (TENNIS WITH BILLIE JEAN KING)	14-C-69	6-12
11-2328	VOLLEY, LOB, AND OVERHEAD	15-C-72	7-12

11-0674 A IS FOR ALPHABET 11-C-71 K-2
USING THE SESAME STREET APPROACH, CHARACTERS AND OBJECTS ARE INTRODUCED WITH APPROPRIATE LETTER AND SOUND. CORF

11-3036 ABOUT APPLES 15-C-74 3-8
A DELIGHTFUL VIGNETTE OF CONTEMPORARY RURAL AMERICANA, AS WELL AS THE STORY OF AMERICA'S FAVORITE FRUIT -- FROM TREE TO MOUTH. FI

11-0202 ABOUT CANDY 11-C-72 K-5
A COMPLETE TOUR OF THE CANDY-MAKING INDUSTRY, FROM FARM TO FACTORY, FACTORY TO STORE...AND STORE TO STOMACH. FI

11-2309 ABOUT FALLOUT (DISASTER PREPAREDNESS) 24-C-72 7-12
SIMPLE STEPS TO TAKE AFTER A NUCLEAR ATTACK -- TO CARE FOR THE BODY, FOOD, AND WATER. CSDE

11-2466 ABOUT TIME (2 REELS) 60-C-61 7-12
TIME AND ITS MEASUREMENT, CONSTRUCTION OF THE CALENDAR, RECONSTRUCTION OF TIME IN EARTH'S GEOPHYSICAL HISTORY. INNATE MECHANISMS OF PLANTS AND ANIMALS TOWARD TIME. ATAT

11-2373 ABOUT YOUR BODY -- PART I 13-C-75 5-8
A PHYSICAL EXAMINATION AT THE DOCTOR'S IS THE OCCASION FOR A DISCUSSION OF THE SKELETAL, MUSCULAR AND NERVOUS SYSTEMS. CF

11-2374 ABOUT YOUR BODY -- PART II 13-C-75 5-8
A PHYSICAL EXAMINATION AT THE DOCTOR'S IS THE OCCASION FOR A DISCUSSION OF THE RESPIRATORY, DIGESTIVE AND CIRCULATORY SYSTEMS. CF

11-2041 ABRAHAM LINCOLN 19-B-51 4-12
HIS LIFE AS STORE CLERK, WOODSMAN, LAWYER, HUSBAND, CONGRESSMAN AND PRESIDENT. EBF

11-3271 ABRAHAM LINCOLN AND THE EMANCIPATION PROCLAMATION 21-C-71 8-12
CONFLICT BETWEEN LINCOLN THE MAN AND LINCOLN THE PRESIDENT WHO HAS THE RESPONSIBILITY TO UPHOLD THE CONSTITUTION AND PRESERVE THE UNION. AEF

11-2000 ADAPTATION TO OCEAN ENVIRONMENTS 11-C-71 4-12
ADAPTATIONS ARE FOUND IN ANIMALS THAT LIVE IN THE OPEN OCEAN, ON THE SANDY OCEAN FLOOR, AND ON THE ROCKY REEFS. BFA

11-2492 ADAPTATION FOR SURVIVAL: BIRDS 14-C-69 3-7
STRUCTURAL AND BEHAVIORAL ADAPTATIONS OF BIRDS TO THEIR ENVIRONMENTS. IFB

11-2473 ADDITION OF WHOLE NUMBERS 29-C-63 1-3
THE CONCEPTS OF SET UNION, COUNTING, CARDINAL NUMBERS, ORDERED PAIR AND DISJOINT SETS. SRA

11-2442 ADELIE PENGUINS OF THE ANTARCTIC (REVISED) 23-C-65 1-12
LIFE CYCLE OF THE ADELIE PENGUIN, INCLUDING COURTSHIP, NESTING BEHAVIOR AND THE REARING OF CHICKS. SF

11-3089 ADMINISTRATION OF THOMAS JEFFERSON 13-C-73 8-12
A BASIC INTRODUCTION TO THOMAS JEFFERSON AND HIS PROBLEMS AND ACCOMPLISHMENTS AS PRESIDENT. CORF

11-0727 ADVENTURE IN SCIENCE: THE SIZE OF THINGS 11-C-67 4-8
GIVES A MATHEMATICAL EXPLANATION OF WHY A GIANT WOULD BE WEAKER THAN ORDINARY MEN IN PROPORTION TO HIS SIZE AND A BEETLE CAN PULL SEVERAL TIMES ITS OWN WEIGHT. BFA

11-3599 ADVENTURES OF EARLY CHILDHOOD EDUCATION 28-C-74 T-ED
EXPLAINS THE EARLY CHILDHOOD EDUCATION PROGRAM WHICH HAS BEGUN TO REVITALIZE KINDERGARTEN PRIMARY EDUCATION IN CALIFORNIA. CSDE

CNTY	DIST	PLANT	DESCRIPTION----------	DAY	RTE	SEQ	SCHD	PRSIDNO	LAST-NAME-------	F-I	M-I	FLG
0	01	02	ACKERMAN	FRI	5	1	02	6	0110100	BRENNER	I	D
									0110320	KENNEDY	K	
									0310680	WILCOXSON	J	D
									0520080	CLEVELAND	S	
									0610120	CHANDLER	D	D
									0710660	WILCOX	D	D
									0811400	LLOYD	S	
									0910720	WITTER	M	
									1110100	BRENNER	I	
									1210500	BATHER	D	
									1310680	WILCOXSON	J	
									1410520	SCRIVEN	D	
									1610120	CHANDLER	D	
									1610560	VAN LEW	D	
									1710660	WILCOX	D	
									1810260	HEXOM	G	
									1810280	JOHANSON	R	
									9810280	JOHANSON	R	D
									9811600	WALL	J	D
0	02	02	ALTA-DUTCH FLAT	MON	1	1	01	6	0520240	SCHEUFFELE	L	
									1110060	DEL GRECO	G	
0	03	01	AUBURN UN. D.O.	WED	3	1	01	6	0500000	A.V. COORDINATOR		
									3112800	STILLWELL	L	
0	03	02	ALTA VISTA	FRI	5	1	01	6	0110560	BROWN	S	
									0522340	RIDOLFI	H	
									0710820	DARLINGTON	C	
									0810080	AKERS	V	D
									0812740	SPARKS	M	
									0910100	ALBERTAZZI	T	
									0910660	CASPER	B	
									1111080	FARLEY	L	
									1111380	KEPPLER	J	
									1210520	BROWN	R	
									1210960	EGGEBRAATEN	D	
									1211000	ERREK	J	D
									1211460	HALL	D	
									1212720	BLACK	B	
									1410320	BAUMAN	J	
									1412520	RATH	R	
									1511000	ERREK	J	
									1611280	GIBBS	K	
									1611680	JEPPSON	V	
									1612280	MURPHY	J	D
									1613180	YOUNG	D	
									3410040	ACKERMAN	P	
									9810920	DUFF	J	
0	03	03	E. V. CAIN	WED	3	1	05	6	0011210	FONDA	J	
									0110060	ADAMSON	W	
									0110260	BALDWIN	B	D
									0511620	HUYETTE	F	
									0812260	MUELLER	A	
									1410885	DELMON	D	

DAY	RTE	SEQ	SCHD	CNTY	DIST	PLANT	DESCRIPTION----------
MON	1	1	01	6	0	02	02	ALTA-DUTCH FLAT
MON	1	1	02	6	0	08	02	EMIGRANT GAP
MON	1	1	03	6	0	21	02	DONNER TRAIL
MON	1	1	04	6	0	21	06	TRUCKEE ELEMENTARY
MON	1	1	05	6	0	21	01	TAHOE TRUCKEE UNIFIED D.O
MON	1	1	06	6	0	21	07	TAHOE TRUCKEE HIGH
MON	1	1	07	6	0	21	10	SIERRA MOUNT. INTER
MON	1	1	09	6	0	21	09	RIDEOUT
MON	1	1	11	6	0	21	04	TAHOE LAKE
MON	1	1	13	6	0	21	11	NORTH TAHOE HIGH/INTER.
MON	1	1	14	6	0	21	03	KINGS BEACH
MON	1	1	16	6	4	46	05	SIERRAVILLE
MON	1	1	17	6	4	46	07	LOYALTON INTERMEDIATE
MON	1	1	18	6	4	46	06	LOYALTON HIGH
MON	1	1	19	6	4	46	04	LOYALTON ELEMENTARY
MON	1	2	02	12	5	00	01	AMADOR CO. OFF.
MON	1	2	03	12	6	00	01	CALAVERAS CO. OFF.

P.C.O.E.R.C. MEDIA BOOKING -DAILY- INPUT CONFIRMATIONS AND REJECTIONS 11-17-77 PAGE NO. 1

HENNESSY

LOCID	PRSN-ID	LAST-NAME--------	FM	MEDIA-	C	MEDIA-DESCRIPTION----------	BK-DT	DY	N-BDT	N-ADT	BKD	T	BKG-DTS OR TURN-DOWN-MSG
20302	0810080	BORGNIS	A	110010	1	BEWARE THE FRIENDLY DRAGON	11-23	06	11-23	01-11	YES	0	12-07-77 TO 12-14-77
20302	0810080	BORGNIS	A	110627	3	SNOWMAN'S DILEMMA	11-23	06	11-23	01-11	YES	0	11-23-77 TO 11-30-77
20302	0810080	BORGNIS	A	110743	1	TURN A HANDLE, FLICK A SWITCH	11-23	06	11-23	01-11	YES	0	12-07-77 TO 12-14-77
20302	0810080	BORGNIS	A	112098	3	WINTER ICE: A FIRST FILM	11-23	06	11-23	01-11	YES	0	11-23-77 TO 11-30-77
20302	0810080	BORGNIS	A	112900	1	THINKING, MOVING, LEARNING	11-23	06	11-23	01-11	YES	0	11-23-77 TO 11-30-77
20302	1310107	CADZOW	S	112199		MEXICAN VILLAGE FAMILY	11-30	06	11-23	12-14	NO-	0	ALREADY BK-D FOR DT-S REQ
20302	1310107	CADZOW	S	112298			11-30	06	11-23	12-14	NO-	0	ERR- CHECK MEDIA CD-NO
20302	1310107	CADZOW	S	112879	1	MEXICAN BOY -- STORY OF PABLO	11-30	06	11-23	12-14	YES	0	11-23-77 TO 11-30-77
20302	1310107	CADZOW	S	113306	2	MEXICO: GIANT OF LATIN AMERICA	12-07	06	11-23	12-14	YES	0	11-23-77 TO 11-30-77
20302	1510315	PORTER	N	110096	3	JUNKYARD	12-14	06			YES	0	12-14-77 TO 01-04-78
20302	1510315	PORTER	N	110180	1	HOUSE OF MAN -- OUR CROWDED ENVIRONME	12-14	06			YES	0	12-14-77 TO 01-04-78
20302	1510315	PORTER	N	110334	1	LET NO MAN REGRET	01-11	06			YES	0	01-11-78 TO 01-18-78
20302	1510315	PORTER	N	110543	1	LEGEND OF THE NIU	01-04	06			YES	0	01-04-78 TO 01-11-78
20302	1510315	PORTER	N	112470	1	LEGEND OF SLEEPY HOLLOW	01-11	06			YES	0	01-11-78 TO 01-18-78
20302	1510315	PORTER	N	112664	3	LEGEND OF JOHNNY APPLESEED	01-04	06			YES	0	01-04-78 TO 01-11-78
20302	1510315	PORTER	N	112871	1	KITE STORY	12-14	06			YES	0	12-14-77 TO 01-04-78
20302	1510315	PORTER	N	113051			01-04	06			NO-	0	DATE TOO EARLY TO BOOK
20302	1510315	PORTER	N	113051	2	LEGEND OF PAUL BUNYAN	01-04	06			YES	0	01-04-78 TO 01-11-78
20302	1510315	PORTER	N	113253	2	JOHN HENRY	12-14	06			YES	0	12-14-77 TO 01-04-78
20302	1510315	PORTER	N	113261	1	LEGEND OF THE MAGIC KNIVES	01-04	06			YES	0	01-04-78 TO 01-11-78
20302	1510315	PORTER	N	220348	3	LENTIL	01-11	06			YES	0	01-11-78 TO 01-18-78
20302	1510315	PORTER	N	220636	1	LINES, SPINES AND PORCUPINES	01-11	06			YES	0	01-11-78 TO 01-18-78
20302	1512259	SCOTT	D	110638	1	FOUNDING OF THE AMERICAN COLONIES	11-30	06	11-23	12-14	YES	0	12-14-77 TO 01-04-78
20302	1512259	SCOTT	D	112164	4	BEN AND ME	12-14	06	11-23	01-11	YES	0	01-04-78 TO 01-11-78
20302	1512259	SCOTT	D	112278	1	ONCE UPON A WILDERNESS	11-23	06	11-23	01-04	YES	0	11-23-77 TO 11-30-77
20302	1512259	SCOTT	D	112414	1	MIDDLE ATLANTIC SEABOARD REGION: GRE	12-14	06	11-23	01-11	YES	0	12-14-77 TO 01-04-78
20302	1512259	SCOTT	D	112446	1	PANAMA CANAL: GATEWAY TO THE WORLD	11-23	06	11-23	01-04	YES	0	11-23-77 TO 11-30-77
20302	1512259	SCOTT	D	112668	2	FRENCH AND INDIAN WAR -- THE SEVEN YE	12-07	06	11-23	01-11	YES	0	12-07-77 TO 12-14-77
20302	1512259	SCOTT	D	112869		PLYMOUTH COLONY: THE FIRST YEAR	11-30	06	11-23	12-14	NO-	0	ALREADY BK-D FOR DT-S REQ
20302	1512259	SCOTT	D	112960	2	PAUL REVERE'S RIDE (YOU ARE THERE)	12-14	06	11-23	01-11	YES	0	11-30-77 TO 12-07-77
20302	1512259	SCOTT	D	113111	2	TWO CITIES: LONDON AND NEW YORK	12-07	06	11-23	01-11	YES	0	12-07-77 TO 12-14-77
20302	1512259	SCOTT	D	113301	2	BOSTON TEA PARTY (JOHNNY TREMAIN, RE	12-14	06	11-23	01-11	YES	0	01-04-78 TO 01-11-78
20302	1512259	SCOTT	D	113302	2	SHOT HEARD ROUND THE WORLD (J. TREMA	12-14	06	11-23	01-11	YES	0	01-11-78 TO 01-18-78

OAKMONT HIGH

PCKR	MEDIA#	CPY	MEDIA-DESCRIPTION	LOCID	PRN-ID	LAST-NAME	FM	RETURN-DATE
	110294	1	STRATA: THE EARTH'S CHANGING CRUST	03203	5212220	GRIMES 1	L	TUE, NOV 15, 1977
	110302	1	MOHAMMEDAN WORLD: BEGINNINGS AND GROWTH	03203	9213740	OSTROM 1	A	TUE, NOV 15, 1977
	110516	1	INTRODUCTION TO MUSIC READING	03203	7811100	CRANE 1	D	TUE, NOV 15, 1977
	110697	1	JOSHUA IN A BOX	03203	7810580	BLACKBURN 1	T	TUE, NOV 15, 1977
	112069	1	ARREST AND SEIZE	03203	7810520	BLACKBURN 1	T	TUE, NOV 15, 1977
	112133	1	MARIJUANA: GREAT ESCAPE	03203	9110960	CLARK 1	M	TUE, NOV 15, 1977
	112287	1	SUEZ CANAL	03203	9213780	OCONNOR 1	S	TUE, NOV 15, 1977
	112572	2	FLOWERS AT WORK (2ND ED)	03203	5211740	FORD 1	L	TUE, NOV 15, 1977
	112643	3	OCCURRENCE AT OWL CREEK BRIDGE	03203	7810580	BLACKBURN 1	T	TUE, NOV 15, 1977
	112877	1	GREEKS -- IN SEARCH OF MEANING	03203	9211280	DELPIPPO 1	R	TUE, NOV 15, 1977
	112927	1	APPLYING FOR A JOB	03203	5211740	FORD 2	L	TUE, NOV 15, 1977
	113090	1	RICHEST LAND	03203	5211740	FORD 3	L	TUE, NOV 15, 1977
	113332	1	INVESTIGATING HIBERNATION: THE GOLDEN MANTLED...	03203	5212740	KENNEY 1	E	TUE, NOV 15, 1977
	113386	1	POWER AND CORRUPTION	03203	8011340	DOWELL	D	TUE, NOV 15, 1977
	113389	1	NOT-SO-SOLID-EARTH	03203	5212220	GRIMES 2	L	TUE, NOV 15, 1977
	113402	1	IN MODERATE TRAFFIC	03203	9213780	OCONNOR 2	S	TUE, NOV 15, 1977
	113443	1	SOCIAL DRINKER AND THE ANTI-SOCIAL DRIVER	03203	9110960	CLARK 2	M	TUE, NOV 15, 1977
	113495	1	NEW PULSE OF LIFE	03203	9210540	BLOMQUIST	W	TUE, NOV 15, 1977
	113532	1	RIPOFF	03203	7810520	BLACKBURN 2	T	TUE, NOV 15, 1977
	113533	2	ROMANS	03203	9211280	DELPIPPO 2	R	TUE, NOV 15, 1977
	113574	1	SCIENCE SKILLS NO. 1: OBSERVING, RECORDING, ...	03203	5213260	MC WILLIAM 1	L	TUE, NOV 15, 1977

TOTAL ITEMS TO BE DELIVERED-------- 21

RT.- 3 SEQ.- 09 P.C.O.E.-E.F.C. MEDIA BOOKING -DAILY- *RETURN* REPORT FOR- TUE, NOV 15, 1977 PAGE NO. 1

OAKMONT HIGH

RCVR	MEDIA-	CPY	MEDIA-DESCRIPTION	LOCID	PRSN-ID	LAST-NAME	FM	DLVRD-DT	*COMMENTS
	110294	1	STRATA: THE EARTH'S CHANGING CRUST	03203	5212220	GRIMES	L	11-08-77	
	110302	1	MOHAMMEDAN WORLD: BEGINNINGS AND GROWTH	03203	9213740	OSTROM	A	11-08-77	
	110516	1	INTRODUCTION TO MUSIC READING	03203	7811100	CRANE	D	11-08-77	
	110697	1	JOSHUA IN A BOX	03203	7810520	BLACKBURN	T	11-08-77	
	112069	1	ARREST AND SEIZE	03203	7810520	BLACKBURN	T	11-08-77	
	112133	1	MARIJUANA: GREAT ESCAPE	03203	9110960	CLARK	M	11-08-77	
	112287	1	SUEZ CANAL	03203	9213780	OCONNOR	S	11-08-77	
	112372	2	FLOWERS AT WORK (2ND ED)	03203	5211740	FORD	L	11-08-77	
	112543	3	OCCURRENCE AT OWL CREEK BRIDGE	03203	7810520	BLACKBURN	T	11-08-77	
	112877	1	GREEKS -- IN SEARCH OF MEANING	03203	9211280	DELPIPPO	R	11-08-77	
	112927	1	APPLYING FOR A JOB	03203	5211740	FORD	L	11-08-77	
	113090	1	RICHEST LAND	03203	5211740	FORD	L	11-08-77	
	113332	1	INVESTIGATING HIBERNATION: THE GOLDEN MANTLED...	03203	5212740	KENNEY	E	11-08-77	
	113386	1	POWER AND CORRUPTION	03203	8011340	DOWELL	D	11-08-77	
	113389	1	NOT-SO-SOLID-EARTH	03203	5212220	GRIMES	L	11-08-77	
	113402	1	IN MODERATE TRAFFIC	03203	9213780	OCONNOR	S	11-08-77	
	113443	1	SOCIAL DRINKER AND THE ANTI-SOCIAL DRIVER	03203	9110960	CLARK	M	11-08-77	
	113495	1	NEW PULSE OF LIFE	03203	9210540	BLOMQUIST	W	11-08-77	
	113532	1	RIPOFF	03203	7810520	BLACKBURN	T	11-08-77	
	113533	2	ROMANS	03203	9211280	DELPIPPO	R	11-08-77	
	113574	1	SCIENCE SKILLS NO. 1: OBSERVING, RECORDING, ...	03203	5213260	MC WILLIAM	L	11-08-77	

TOTAL ITEMS TO BE *RETURNED*------- 21

OK

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P.C.O.E.-E.F.C. MEDIA BOOKING -DAILY- INPUT CONFIRMATIONS AND REJECTIONS 12-23-77 PAGE NO. 3

--- RECEIVED SEQUENCE ---

LOCID	PRSN-ID	LAST-NAME-------FM	MEDIA-	C	MEDIA-DESCRIPTION----------	BK-DT	DY	N-BDT	N-ADT	BKD	T	*BKG-DTS OR TURN-DOWN-MSG
21101	9211525	HAMILTON W	113357	1	CIVIL WAR: PROMISE OF RECONSTRUCTION	01-04	06	01-04	01-11	YES	0	01-11-78 TO 01-18-78
		*MBT 21101 9211525	113356		010478 0 010478 0111	----------				NO-		ERR FORMAT- PERSON IDNO
21101	9211525	HAMILTON W	113398	1	REAL WEST (TWO REELS)	01-11	06	01-11	01-18	YES	0	01-11-78 TO 01-18-78
21101	9211525	HAMILTON W	113366	1	DOMESTICATING A WILDERNESS (2 REELS)	01-18	06	01-18	01-25	YES	0	01-18-78 TO 01-25-78
21101	9211525	HAMILTON W	113368	2	HUDDLED MASSES (2 REELS)	01-18	06	01-18	01-25	YES	0	01-18-78 TO 01-25-78
21101	9211525	HAMILTON W	113394	1	TRUSTS AND TRUST BUSTERS	01-18	06	01-18	01-25	YES	0	01-18-78 TO 01-25-78
21101	9211525	HAMILTON W	113369	1	PROMISE FULFILLED ... PROMISE... (2 R	02-22	06	02-22	03-01	YES	0	02-22-78 TO 03-01-78
21101	9211525	HAMILTON W	112570	1	JAZZ AGE (2 REELS)	02-22	06	02-22	03-01	YES	0	02-22-78 TO 03-01-78
21101	9211525	HAMILTON W	113347			03-15	06	03-15	03-22	NO-	0	DATE TOO FAR INTO FUTURE
21101	9211525	HAMILTON W	113397			03-15	06	03-15	03-22	NO-	0	DATE TOO FAR INTO FUTURE
00304	1411960	LARDNER S	110304	2	BALANCE IN NATURE: A FIRST FILM	01-04	06	01-04	02-01	YES	0	01-11-78 TO 01-18-78
00304	1411960	LARDNER S	110816	1	INTRODUCING ECOLOGY: DEPENDENCY AND	01-04	06	01-04	02-01	YES	0	01-25-78 TO 02-01-78
00304	1411960	LARDNER S	110519	2	CLOSE LOOK AT DESERT ANIMALS	01-11	06	01-04	02-01	YES	0	01-11-78 TO 01-18-78
00304	1411960	LARDNER S	113521	1	PLANTS AND ANIMALS DEPEND ON EACH OTH	01-11	06	01-04	02-01	YES	0	01-11-78 TO 01-18-78
00304	1411960	LARDNER S	110403	1	WE EXPLORE THE STREAM	01-18	06	01-04	02-01	YES	0	01-18-78 TO 01-25-78
00304	1411960	LARDNER S	110840	1	FOOD WEB	01-18	06	01-04	02-01	YES	0	01-18-78 TO 01-25-78
00304	1411960	LARDNER S	113058	1	NATURE'S EVER CHANGING COMMUNITIES	01-25	06	01-04	02-01	YES	0	01-25-78 TO 02-01-78
00304	1411960	LARDNER S	112260	1	NATURE'S HALF ACRE	01-25	06	01-04	02-01	YES	0	01-25-78 TO 02-01-78
50001	0500000	A.V. COORDINATOR	112625	1	MYSTERY OF STONEHENGE (2 REELS)	01-23	12	01-23	01-30	YES	0	01-23-78 TO 02-07-78
50001	0500000	A.V. COORDINATOR	112141	1	ANTI-MATTER	01-16	12	01-16	01-30	YES	0	01-23-78 TO 02-07-78
50001	0500000	A.V. COORDINATOR	110144		LIFELINE-AMAZON	01-02	12	01-02	01-16	NO-	0	ERR- DATE IS A HOLIDAY
50001	0500000	A.V. COORDINATOR	112324		FRENCH REVOLUTION	01-02	12	01-02	01-16	NO-	0	ERR- DATE IS A HOLIDAY
50001	0500000	A.V. COORDINATOR	113333		EUROPEAN EXPANSION: ITS INFLUENCE ON	01-02	12	01-02	01-16	NO-	0	ERR- DATE IS A HOLIDAY
50001	0500000	A.V. COORDINATOR	112783		EUROPEAN CULTURE REGIONS ITS PEOPLE	01-02	12	01-02	01-16	NO-	0	ERR- DATE IS A HOLIDAY
50001	0500000	A.V. COORDINATOR	112712		ENGLISH AND DUTCH EXPLORERS	01-02	12	01-02	01-16	NO-	0	ERR- DATE IS A HOLIDAY
50001	0500000	A.V. COORDINATOR	112798	1	HISTORY OF THE NEGRO IN AMER.: 1861-	01-09	12	01-09	01-16	YES	0	01-09-78 TO 01-24-78
50001	0500000	A.V. COORDINATOR	113395	1	YEARS OF RECONSTRUCTION: 1865-1877	01-09	12	01-09	01-16	YES	0	01-09-78 TO 01-24-78
50001	0500000	A.V. COORDINATOR	110865		YOUR NEW JOB	01-09	12	01-09	01-16	NO-	0	ALREADY BK-D FOR DT-S REQ
50001	0500000	A.V. COORDINATOR	112870	2	PEOPLE WHO MAKE THINGS	01-09	12	01-09	01-16	YES	0	01-09-78 TO 01-24-78
50001	0500000	A.V. COORDINATOR	110600		HYPOTHESE BETA	01-02	12	01-02	01-30	NO-	0	ERR- DATE IS A HOLIDAY
50001	0500000	A.V. COORDINATOR	112755		RED BALLOON	01-02	12	01-02	01-30	NO-	0	ERR- DATE IS A HOLIDAY
50001	0500000	A.V. COORDINATOR	112063	2	ANCIENT AFRICANS	01-09	12	01-09	01-30	YES	0	01-09-78 TO 01-24-78
50001	0500000	A.V. COORDINATOR	113639		CIVILIZATIONS OF ANCIENT AMERICA	01-16	12	01-16	01-30	NO-	0	MEDIA NOT AVAIL. FOR BKG.
50001	0500000	A.V. COORDINATOR	112491	1	GIVE HIM AIR	01-09	12	01-09	01-30	YES	0	01-09-78 TO 01-24-78
50001	0500000	A.V. COORDINATOR	112489		INFANCY	01-02	12	01-02	01-16	NO-	0	ERR- DATE IS A HOLIDAY
50001	0500000	A.V. COORDINATOR	113390		FOLKSONGS OF THE WESTERN SETTLEMENT (	01-02	12	01-02	01-30	NO-	0	ERR- DATE IS A HOLIDAY
50001	0500000	A.V. COORDINATOR	112949		SPIRIT OF THE RENAISSANCE	01-02	12	01-02	01-30	NO-	0	ERR- DATE IS A HOLIDAY
50001	0500000	A.V. COORDINATOR	112570		JAZZ AGE (2 REELS)	01-02	12	01-02	01-30	NO-	0	ERR- DATE IS A HOLIDAY

-- MEDIA NO. SEQUENCE --

LOCID	PRSN-ID	LAST-NAME-------FM	MEDIA-	C	MEDIA-DESCRIPTION----------	BK-DT	DY	N-BDT	N-ADT	BKD	T	*BKG-DTS OR TURN-DOWN-MSG
20302	1210187	GEARY M	112862	2	WHAT COLOR ARE YOU	01-11	06			YES	0	01-11-78 TO 01-18-78
50001	0500000	A.V. COORDINATOR	112870	2	PEOPLE WHO MAKE THINGS	01-09	12	01-09	01-16	YES	0	01-09-78 TO 01-24-78
02109	1311700	FUJIU L	112906	1	FAMILY IN THE PURPLE HOUSE (DIVORCE)	01-23	06	01-23	02-06	YES	0	01-30-78 TO 02-06-78
03103	6511600	DAVIS N	112907	1	BADMINTON FUNDAMENTALS	01-06	06	01-06	01-13	YES	0	01-06-78 TO 01-13-78
00102	1410520	SCRIVEN D	112922	1	WORLD OF THE BEAVER	01-27	06	01-06	02-10	YES	0	01-27-78 TO 02-03-78
50001	0500000	A.V. COORDINATOR	112934	1	MAN AND THE 'SECOND' INDUSTRIAL REVOL	01-16	12	01-16	01-23	YES	0	01-16-78 TO 01-31-78
50001	0500000	A.V. COORDINATOR	112949		SPIRIT OF THE RENAISSANCE	01-02	12	01-02	01-30	NO-	0	ERR- DATE IS A HOLIDAY
00302	1410320	BAUMAN J	113006			02-02	06	02-02	02-23	NO-	0	WRONG DATE,MUST BE A-FRI-
01602	1411000	JARNE A	113008	1	INTRODUCTION TO WRESTLING	01-13	06	01-13	01-27	YES	0	01-13-78 TO 01-20-78
01602	1411000	JARNE A	113009		JOHANN SEBASTIAN BACH	01-20	06	01-20	02-03	NO-	0	ALREADY BK-D FOR DT-S REQ
00302	1410320	BAUMAN J	113047			01-26	06	01-26	02-16	NO-	0	WRONG DATE,MUST BE A-FRI-
00304	1411960	LARDNER S	113058	1	NATURE'S EVER CHANGING COMMUNITIES	01-25	06	01-04	02-01	YES	0	01-25-78 TO 02-01-78
20302	1210187	GEARY M	113068	1	THERE'S NOBODY ELSE LIKE YOU	01-25	06	01-25	03-15	YES	0	01-25-78 TO 02-01-78
00302	1410320	BAUMAN J	113082			01-19	06	01-19	02-09	NO-	0	WRONG DATE,MUST BE A-FRI-
50001	0500000	A.V. COORDINATOR	113101		AMERICAN PEOPLE IN WORLD WAR II	01-09	12	01-02	01-30	NO-	0	ALREADY BK-D FOR DT-S REQ
00302	1410320	BAUMAN J	113118			01-12	06	01-12	02-02	NO-	0	WRONG DATE,MUST BE A-FRI-
50001	0500000	A.V. COORDINATOR	113236		BLEEDING AND BANDAGING	01-16	12	01-16	02-06	NO-	0	MEDIA NOT AVAIL. FOR BKG.
50001	0500000	A.V. COORDINATOR	113237	1	BURNS	01-23	12	01-23	02-06	YES	0	01-23-78 TO 02-07-78
50001	0500000	A.V. COORDINATOR	113238		FRACTURES AND SPLINTING	01-02	12	01-02	02-06	NO-	0	ERR- DATE IS A HOLIDAY
20302	1210187	GEARY M	113254			03-08	06	03-08	03-15	NO-	0	DATE TOO FAR INTO FUTURE
50001	0500000	A.V. COORDINATOR	113333		EUROPEAN EXPANSION: ITS INFLUENCE ON	01-02	12	01-02	01-16	NO-	0	ERR- DATE IS A HOLIDAY
03103	6511600	DAVIS N	113336		TUMBLING AND FLOOR EXERCISES (MEN'S)	01-06	06	01-06	01-13	NO-	0	ALREADY BK-D FOR DT-S REQ
20302	1210187	GEARY M	113343		ELIZABETH: THE QUEEN WHO SHAPED AN A	01-11	06			NO-	0	ALREADY BK-D FOR DT-S REQ
21101	9211525	HAMILTON W	113347			03-15	06	03-15	03-22	NO-	0	DATE TOO FAR INTO FUTURE
21101	9211525	HAMILTON W	113356	1	CIVIL WAR: ANGUISH OF EMANCIPATION	01-04	06	01-04	01-11	YES	0	01-11-78 TO 01-18-78
21101	9211525	HAMILTON W	113357	1	CIVIL WAR: PROMISE OF RECONSTRUCTION	01-04	06	01-04	01-11	YES	0	01-11-78 TO 01-18-78
21101	9211525	HAMILTON W	113366	1	DOMESTICATING A WILDERNESS (2 REELS)	01-18	06	01-18	01-25	YES	0	01-18-78 TO 01-25-78
21101	9211525	HAMILTON W	113368	2	HUDDLED MASSES (2 REELS)	01-18	06	01-18	01-25	YES	0	01-18-78 TO 01-25-78
21101	9211525	HAMILTON W	113369	1	PROMISE FULFILLED ... PROMISE... (2 R	02-22	06	02-22	03-01	YES	0	02-22-78 TO 03-01-78
50001	0500000	A.V. COORDINATOR	113390		FOLKSONGS OF THE WESTERN SETTLEMENT (	01-02	12	01-02	01-30	NO-	0	ERR- DATE IS A HOLIDAY
21101	9211525	HAMILTON W	113394	1	TRUSTS AND TRUST BUSTERS	01-18	06	01-18	01-25	YES	0	01-18-78 TO 01-25-78
50001	0500000	A.V. COORDINATOR	113395	1	YEARS OF RECONSTRUCTION: 1865-1877	01-09	12	01-09	01-16	YES	0	01-09-78 TO 01-24-78
21101	9211525	HAMILTON W	113397			03-15	06	03-15	03-22	NO-	0	DATE TOO FAR INTO FUTURE
01502	1510080	BAKER A	113398	2	REAL WEST (TWO REELS)	01-06	06	01-06	01-27	YES	0	01-06-78 TO 01-13-78
21101	9211525	HAMILTON W	113398	1	REAL WEST (TWO REELS)	01-11	06	01-11	01-18	YES	0	01-11-78 TO 01-18-78
01602	1411000	JARNE A	113399	1	POWER FROM FUSION	01-27	06	01-27	02-10	YES	0	01-27-78 TO 02-03-78
01502	1310380	KING P	113405			12-16	06	02-03	03-03	NO-	0	DATE TOO EARLY TO BOOK

P.C.D.E.-E.F.C. MEDIA BOOKING -DAILY- INPUT CONFIRMATIONS AND REJECTIONS 12-23-77 PAGE NO. 7

--- RECEIVED SEQUENCE ---

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*****************************************************************************************************************
LOCID PRSN-ID LAST-NAME-------FM MEDIA- C MEDIA-DESCRIPTION------------------ BK-DT DY N-BDT N-ADT BKD T *BKU-DTS OR TURN-DOWN-MSG

02  ERR FORMAT- PERSON IDNO      2
04  ERR FORMAT- DATE -MMDDYY-    2
11  ERR- DATE IS A HOLIDAY      13
12  DATE TOO EARLY TO BOOK       8
13  DATE TOO FAR INTO FUTURE    10
16  ERR- CHECK MEDIA CD-NO       2
22  WRONG DATE,MUST BE A-TUE-    3
25  WRONG DATE,MUST BE A-FRI-   14
35  ALREADY BK-D FOR DT-S REQ   13
36  MEDIA NOT AVAIL. FOR BKG.    4
40  ITEM BOOKED AS REQUESTED   149
45  BOOKING HAS BEEN CANCEL-D    6
99  END OF BOOKING. THANK YOU    1
MBK-     24     MBT-     202
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P.C.O.E.-E.F.C. MEDIA BOOKING -DAILY- ** OVERDUE ** REPORT 01-03-78 PAGE NO. 1

RCVR	MEDIA-	CPY	MEDIA-DESCRIPTION----------	LOCID	PRSN-ID	LAST-NAME-------FM	DLVRD-DT	*COMMENTS*--------
	110398	1	RACE	60001	0500000	A.V. COORDINATOR	12-05-77	01-03-78
	112891	2	HANDS OF MARIA	50001	0500000	A.V. COORDINATOR	12-05-77	01-03-78
	112802	3	END OF THE TRAIL (2 REELS)	70002	0500000	A.V. COORDINATOR	12-06-77	01-03-78
	112980	1	AMERICAN PARADE: WE THE WOMEN	70002	0500000	A.V. COORDINATOR	12-06-77	01-03-78
	112215	1	CHALLENGE OF THE OCEANS -- OCEANOGRAPHY	50001	0500000	A.V. COORDINATOR	12-12-77	01-03-78
	112511	1	I GUESS I GOT THE JOB (JOB INTERVIEW)	50001	0500000	A.V. COORDINATOR	12-12-77	01-03-78
	112627	1	PAINTING AND DRAWING WITH EXPRESSION	50001	0500000	A.V. COORDINATOR	12-12-77	01-03-78
	112901	1	PEOPLE WHO FIX THINGS	50001	0500000	A.V. COORDINATOR	12-12-77	01-03-78
	112991	1	ECOLOGY OF A HOT SPRING	50001	0500000	A.V. COORDINATOR	12-12-77	01-03-78
	113227	1	POST-IMPRESSIONISTS	50001	0500000	A.V. COORDINATOR	12-12-77	01-03-78
	113265	1	ENGLISH ON THE JOB: LISTENING AND SPEAKING ...	50001	0500000	A.V. COORDINATOR	12-12-77	01-03-78
	113307	1	OFFICE PRACTICE: MANNERS AND CUSTOMS	50001	0500000	A.V. COORDINATOR	12-12-77	01-03-78
	113680	1	ROALD AMUNDSEN: SOUTH POLE, 1911	50001	0500000	A.V. COORDINATOR	12-12-77	01-03-78
	110473	1	CIRCULATION AND THE HUMAN BODY (REV.)	70002	0500000	A.V. COORDINATOR	12-13-77	01-03-78
	112193	1	MY OLD MAN	03207	9810580	BRADBERRY B	12-13-77	01-03-78
	112280	1	HAPPY PRINCE	01904	1714540	SILLIMAN E	12-13-77	01-03-78
	112405	1	LEARNING PROCESS	70002	0500000	A.V. COORDINATOR	12-13-77	01-03-78
	112526	1	HALF-MILLION TEENAGERS (POLICY)	01904	1810340	BELL B	12-13-77	01-03-78
	112798	1	HISTORY OF THE NEGRO IN AMER.: 1861-1877...	70002	0500000	A.V. COORDINATOR	12-13-77	01-03-78
	113121	1	ROLE OF THE CONGRESSMAN	70002	0500000	A.V. COORDINATOR	12-13-77	01-03-78
	113211	1	PERCEPTION	70002	0500000	A.V. COORDINATOR	12-13-77	01-03-78
	113228	1	TOP OF THE WORLD -- TAIGA, TUNDRA, ICE CAP	70002	0500000	A.V. COORDINATOR	12-13-77	01-03-78
	113230	1	WORLD OF ANDREW WYETH	70002	0500000	A.V. COORDINATOR	12-13-77	01-03-78
	113527	1	PRIDE AND PRINCIPLE	03202	3111440	ENFIELD L	12-13-77	01-03-78
	113654	1	INDIAN CULTURES - FROM 2000 B.C. TO 1500 A.D.	70002	0500000	A.V. COORDINATOR	12-13-77	01-03-78

TOTAL ITEMS TO BE *RETURNED*------- 25

MEDIA-	CPY	MEDIA-DESCRIPTION----------	
113405	1	WESTWARD EXPANSION	MEDIA NOT AVAILABLE CD-I-
113411	1	DRAGON STEW	MEDIA NOT AVAILABLE CD-I-
113413	2	SHOWDOWN AT SWEET GULCH ROCK	MEDIA NOT AVAILABLE CD-X-
113495	1	NEW PULSE OF LIFE	MEDIA NOT AVAILABLE CD-W-
113629	1	AMERICAN TALL-TALE HEROES	MEDIA NOT AVAILABLE CD-X-
113634	1	BEGINNING RESPONSIBILITY: TAKING CARE OF YOUR...	MEDIA NOT AVAILABLE CD-X-
113637	1	BIRDS OF SHORE AND MARSH	MEDIA NOT AVAILABLE CD-X-
113639	1	CIVILIZATIONS OF ANCIENT AMERICA	MEDIA NOT AVAILABLE CD-X-
113646	1	EARTH: THE RESTLESS PLANET	MEDIA NOT AVAILABLE CD-X-
113647	1	ESSAY ON WATERGATE (2 REELS)	MEDIA NOT AVAILABLE CD-X-
113659	1	MOMATARO: A BOY OF OLD JAPAN	MEDIA NOT AVAILABLE CD-X-
113673	1	TEN SECONDS THAT SHOOK THE WORLD	MEDIA NOT AVAILABLE CD-X-
222663	3	PADDLE TO THE SEA	MEDIA NOT AVAILABLE CD- -

TOTAL ITEMS UNAVAILABILE---------- 89

P.C.J.E.-E.F.C. MEDIA BOOKING -DAILY- EXTRACT ERROR REPORT 11-10-77 PAGE NO. 1

* DELIVERY ERROR REPORT *

BK-AC-DT	MS	BK-CL-DT	BK-RT-DT	MEDIA-	CPY	LOCID	PRSN-ID	RT-SEQ	TYP	FLGS-S-1-2-3-4	
09-23-77	40	11-10-77	11-17-77	110093	1	01803	0521020	1	07	0	LOCID-PRSN-ID NOT FOUND
09-23-77	40	11-10-77	11-17-77	110276	1	01803	0521020	1	07	0	LOCID-PRSN-ID NOT FOUND
09-23-77	40	11-10-77	11-17-77	110845	1	01803	0521020	1	07	0	LOCID-PRSN-ID NOT FOUND
09-16-77	40	11-10-77	11-17-77	112540	1	01102	1710500	1	11	0	MEDIA NOT AVAILABLE CD-A-
09-23-77	40	11-10-77	11-17-77	113070	1	01803	0521020	1	07	0	LOCID-PRSN-ID NOT FOUND
09-23-77	40	11-10-77	11-17-77	113519	1	01803	0521020	1	07	0	LOCID-PRSN-ID NOT FOUND

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SEQNO DATE   ----IDENT---- TYP CNT=  ........1.........2.........3.........4.........5.........6.........7.........8

005  111577  MERGTRNS        0  0056  C
                                 0057  44603
                                 0058  0911320 112764 110877 8 1
                                 0059  0511320 113061 110877 8 1
                                 0060  0911320 113279 110877 8 1
                                 0061  0911320 113512 110877 8 1
                                 0062  0911320 113626 110877 8 2
                                 0063  9810060 113641 110877 8 1
                                 0064  C
                                 0065  20802
                                 0066  1310805 112120 110877 8 2
                                 0067  1310805 112121 110877 8 1
                                 0068  1310805 112388 110877 8 1
                                 0069  1310805 113051 110877 8 2
                                 0070  1310805 113119 110877 8 2
                                 0071  1310805 113331 110877 8 1
                                 0072  1310805 223273 110877 8 2
                                 0073  1310805 333273 110877 8 9
                                 0074  C
                                 0075  20805
                                 0076  1210822 110568 110877 8 2
                                 0077  1210822 220201 110877 8 1
                                 0078  1210822 222663 110877 8 3
                                 0079  1210822 330201 110877 8 4
                                 0080  1210822 332663 110877 8 1
                                 0081  C
                                 0082  20806
                                 0083  1310824 112314 110877 8 1
                                 0084  1310824 112440 110877 8 1
                                 0085  1310824 112509 110877 8 1
                                 0086  1310824 112713 110877 8 3
                                 0087  1310824 330105 110877 8 9
                                 0088  C
                                 0089  01002
                                 0090  1510020 110502 110877 8 1
                                 0091  1210160 110546 110877 8 2
                                 0092  1510020 110684 110877 8 2
                                 0093  1210160 110741 110877 8 1
                                 0094  0500000 112304 110877 8 1
                                 0095  1210160 112517 110877 8 3
                                 0096  1510020 112681 110877 8 2
                                 0097  1510020 113258 110877 8 1
                                 0098  1210160 220252 110877 8 1
                                 0099  1210160 222759 110877 8 3
                                 0100  1210160 330252 110877 8 7
                                 0101  1210160 332759 110877 8 2
                                 0102  C
                                 0103  50001
                                 0104  0500000 110475 103177 8 1
                                 0105  0500000 110760 103177 8 1
                                 0106  0500000 112262 103177 8 1
                                 0107  0500000 112491 103177 8 1
                                 0108  0500000 112618 103177 8 1
                                 0109  0500000 112682 103177 8 1
                                 0110  0500000 112856 103177 8 3
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P.C.U.E.-E.F.C. MEDIA BOOKING -DAILY- INPUT CONFIRMATIONS AND REJECTIONS 12-17-77 PAGE NO. 3

--- RECEIVED SEQUENCE ---

LOCID	PRSN-ID	LAST-NAME-------	FM	MEDIA-	C	MEDIA-DESCRIPTION----------	BK-DT	DY	N-BDT	N-ADT	BKD	T	*BKG-DTS OR TURN-DOWN-MSG
03105	9215380	ROSSITTO	T	113398	2	REAL WEST (TWO REELS)	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01402	1610060	BLISS	J	110198	1	LIFE IN A CUBIC FOOT OF AIR	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01402	1110260	LEWIS	M	110464	1	PABLO DE YUCATAN (SPANISH LANGUAGE)	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01402	0812240	SCOTT	N	110481	1	WHAT IS POETRY	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01402	1510200	HARDEY	M	110526	1	SCRAP OF PAPER AND A PIECE OF STRING	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01402	1110260	LEWIS	M	110670	2	FERDINAND THE BULL	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01402	1110260	LEWIS	M	112054	2	SELFISH GIANT	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01402	1510200	HARDEY	M	112078	1	MODERN MAYAN	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01402	0812240	SCOTT	N	112236	1	FUN WITH WORDS: THE WORD HUNT	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01402	1610060	BLISS	J	112634	1	MICROBES AND THEIR CONTROL	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01402	1510200	HARDEY	M	112735	2	MIDDLE AMERICA: THE LAND AND THE PEO	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01402	1510200	HARDEY	M	113070	1	TUMBLEWEED	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01402	1610060	BLISS	J	113508	1	LIVING CELL	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01402	1510200	HARDEY	M	113523	1	POETRY FOR FUN: DARES AND DREAMS	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01402	1110260	LEWIS	M	222663	3	PADDLE TO THE SEA	12-09				---	8	BOOKING HAS BEEN CANCEL-D
05006	0811220	KENEFICK	S	112743	1	ORANGE AND BLUE	12-09				---	8	BOOKING HAS BEEN CANCEL-D
05006	0811220	KENEFICK	S	112836	2	MERRY-GO-ROUND HORSE	12-09				---	8	BOOKING HAS BEEN CANCEL-D
05006	0811220	KENEFICK	S	220554	2	MIKE MULLIGAN AND HIS STEAM SHOVEL	12-09				---	8	BOOKING HAS BEEN CANCEL-D
05006	0811220	KENEFICK	S	220569	1	MADELINE'S RESCUE	12-09				---	8	BOOKING HAS BEEN CANCEL-D
05006	0811220	KENEFICK	S	330554	9	MIKE MULLIGAN AND HIS STEAM SHOVEL (	12-09				---	8	BOOKING HAS BEEN CANCEL-D
05006	0811220	KENEFICK	S	330569	6	MADELINE'S RESCUE (BOOK)	12-09				---	8	BOOKING HAS BEEN CANCEL-D
05007	0812200	RULP	P	110154	2	FINDING A FRIEND	12-09				---	8	BOOKING HAS BEEN CANCEL-D
05007	0812200	RULP	P	110492	2	MOTHER GOOSE STORIES	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01202	0910200	ROBERTSON	M	110246	2	BALTHAZAR THE LION	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01202	1610020	BYRNES	L	112336	2	DISCOVERING THE MUSIC OF AFRICA	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01202	1610020	BYRNES	L	112563	1	WILD LIFE IN THE JUNGLES OF LATIN AME	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01502	1310380	KING	P	112039	1	BENJAMIN FRANKLIN	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01502	1310380	KING	P	112040	4	GEORGE WASHINGTON	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01502	1310380	KING	P	112960	2	PAUL REVERE'S RIDE (YOU ARE THERE)	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01103	1711480	LOVE	D	112813	1	ANCIENT EGYPTIAN	12-09				---	8	BOOKING HAS BEEN CANCEL-D
01905	1614440	SCHUSTER	J	112078	2	MODERN MAYAN	12-06				---	8	BOOKING HAS BEEN CANCEL-D
03105	5216080	STRYKER	D	113633	1	AT THE CROSSROADS	12-09				---	8	BOOKING HAS BEEN CANCEL-D

********** END OF BOOKING. THANK YOU

MEDIA-	MEDIA-DESCRIPTION	CPY	YTD-USE	MTD-BK	MTD-TD	QTR-BK	QTR-TD	YTD-BK	YTD-TD	P-YR-BK	P-YR-TD
110001	ECONOMIC GEOGRAPHY: COMPARING TWO NATIONS	1									
	* MEDIA TOTALS *----------		7			1		3			
110002	BEES: BACKYARD SCIENCE	2									
	* MEDIA TOTALS *----------		14			2		5			
110003	LIFE AT THE EDGE OF THE SEA	1									
	* MEDIA TOTALS *----------		1	1	1	1	3	1	7		
110004	WHY WE USE MONEY -- THE FISHERMAN WHO NEEDED A...	1									
	* MEDIA TOTALS *----------		9	1		3		4	1		
110005	MANY HEAR: SOME LISTEN	1									
	* MEDIA TOTALS *----------		6	2		2		2			
110006	KING OF THE RIVER	2									
	* MEDIA TOTALS *----------		9	2		3		6			
110007	LOOK AT THAT	2									
	* MEDIA TOTALS *----------		6	1		2		5			
110008	HOUSE THAT JACK BUILT	2									
	* MEDIA TOTALS *----------		8			2		6			
110009	FLOSSING AND BRUSHING	1									
	* MEDIA TOTALS *----------		12	2		3	2	6	2		
110010	BEWARE THE FRIENDLY DRAGON	1									
	* MEDIA TOTALS *----------		11	1	1	4	1	7	2		
110011	MY TURTLE DIED TODAY	1									
	* MEDIA TOTALS *----------		7	1		1		4			
110012	PIONEER LIVING: THE HOME	1									
	* MEDIA TOTALS *----------		6	2		4	1	4	1		
110013	PIONEER LIVING: EDUCATION AND RECREATION	1									
	* MEDIA TOTALS *----------		7	2		3		3			
110014	ESKIMO CHILDREN	1									
	* MEDIA TOTALS *----------		12	1	2	5	4	10	7		
110015	EATING FEEL GOOD MOVIE	1									
	* MEDIA TOTALS *----------		12	2		4	1	6	4		
110016	BIRDS OF THE SANDY BEACH: AN INTRO. TO ECOLOGY	1									
	* MEDIA TOTALS *----------		9			1		4			
110017	AFRICAN CRAFTSMEN: THE ASHANTI	1									
	* MEDIA TOTALS *----------		13	1		4	1	7	1		
110018	BEETLES: BACKYARD SCIENCE	2									
	* MEDIA TOTALS *----------		7					3			
110019	CLOUDS	2									
	* MEDIA TOTALS *----------		21	4	2	9	4	14	4		